The** Ultrex™ **Solution

Technology Concepts

MLS User's Manual

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Before you Begin
Understanding the Windows® Desktop

Basic Windows functions and definitions

ULTREX is a Windows-based program. To effectively use the ULTREX program, it is important to be familiar with a number of basic Windows® 95 terms and functions. Below are some of the basic terms and functions that are referred to in the online Help system.

Windows® Desktop

Start Menu	The button labeled Start used to open programs.
Taskbar	Normally located at the bottom of the Desktop, the taskbar contains the Start menu and all open programs.
Desktop	The Windows 95 main screen.
Icon	A picture representation of a program or function.

The Windows Taskbar

Because ULTREX uses your whole screen, it may be helpful for you to hide the Windows taskbar. This will allow you to access the options you will need for using both ULTREX and other Windows functions. Follow the instructions below:

1. Click the Windows Start button.
2. Select Settings and then Taskbar.
3. From the Taskbar properties selections, turn off the Always on top and Auto hide options using your mouse. NOTE: If these selections are off, no "√" will appear in the corresponding boxes.
4. When you have completed your selections, click the Apply button, then click OK.

Right Mouse Option

Using the right mouse option you can quickly perform a variety of tasks from within ULTREX. This option places you directly into the appropriate data operation to quickly complete your task. One example of the right mouse option in ULTREX Entry is the method used to edit listings from the Posting Pool.

1. Select Listing Data from the sliding menu.
2. Click Posting Pool.
3. In the Posting Pool grid, select the listing you wish to edit by single clicking on the listing.
4. Right mouse click.
5. Select Edit Selected from the pop-up menu that displays.

Using the Mouse

Using the mouse simplifies many of the tasks you will perform with ULTREX. The following provide a brief description of how to use the mouse in Windows.

Left Mouse Button	This button is located on the far left of the pointing device and is used to perform functions such as clicking and double clicking.
Point	Moving the mouse to place the pointer on an item is referred to as pointing.
Single Click	Single clicking is pointing to an item on the screen, then quickly pressing and releasing the mouse button once. Terms that also designate a single click are click, select, or highlight.
Double Click	To double click, point to an item on the screen, then quickly press and release the mouse button twice.
Right Mouse	This button is located on the far right of the pointing device. When the right mouse button is depressed, a pop-up menu will display with options specific to the area selected.

Using a Menu

1. Click on the menu name to open a menu.
2. Point to the desired function and click.

Understanding the Ultrex Agent Main Menu Screen

The ULTREX Menu Bar

Located directly below the ULTREX title bar, the ULTREX menu bar provides the following options:

File	Offers sign-in, sign-out, or exit. Sign-out disables all functions except sign-in or exit
Prospects	Offers quick access to ULTREX Prospect functions
Market	Offers quick access to ULTREX Market functions
Search	Offers quick access to ULTREX Search functions
Reports	Offers quick access to ULTREX Report functions
View	Offers quick access to Agent, Office, Attribute, History, Listing, Subscriber, Message, and Tax Record Manager. Also offers access to the Posting Pool. The view option also allows you to quickly switch from ULTREX Agent to ULTREX Communications.
Tools	Offers capability to access system tools and options
Help	Offers access to online Help and ULTREX version information

The ULTREX Toolbar

The ULTREX Toolbar, found directly below the menu bar, provides access to the following functions:

	Delete	Delete information from your database or posting pool
	New	Display a blank form of the appropriate type
	Save	Save current additions/changes to the pool and stay in the current screen
	Post	Save information to the main MLS database
	Previous	Scroll back one record. Only activated when applicable
	Next	Scroll forward one record. Only activated when applicable
	Back	Exit current screen
	Main Menu	Exit current screen and return to Main Menu
	Grid View	Display search results
	Summary View	Display search results
	Full View	Display search results
	Quick Search	Display Quick Search form
	Full Search	Display Full Search form
	Search Results	Perform search of MLS database

Using single or multiple selection options

ULTREX allows flexibility for working with various types of information. The single/multiple selection options allow you to work efficiently with your information. Following is a description of the single and multiple selection viewers.

Using a Single Selection Viewer

Single selection viewers are available to select a single piece of information and are denoted by an ellipsis (box with three dots) at the end of a field. This type of viewer is found throughout the ULTREX program as the main method for entering information into the MLS database. Follow the instructions below for using the single selection viewer:

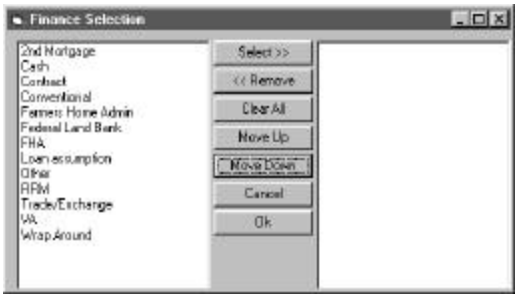
- Click on the ellipsis (box with three dots). A selection box appears.

- Point to the information you wish to select and single click.
- Click the **OK** button to select.
- The appropriate information appears on your screen.

Using a Multiple Selection Viewer

Multiple selection viewers are available to select more than one piece of similar information. Follow the instructions below for multiple selection option:

- Click on the ellipsis (box with three dots). A selection box appear:



- The information for you to select is found in the left portion of the screen.
- To select more than one piece of information, highlight the first item you wish to select. Holding down the SHIFT key, select the last item you wish to select. All information in between will be highlighted. Click the Select button.
- To remove information from your selections, select the appropriate piece of information and click the Remove button.
- After you have selected all appropriate information, select OK to continue.

Setting up Ultrex Communications

Setting up the MLS Phonebook

Before conducting your first download, you must set up your MLS Phonebook.

To set up your MLS Phonebook:

1. From the ULTREX Menu bar, select View | ULTREX Comm.

   The Communications Main Menu appears.

2. Click the Configuration sliding menu and then click the MLS Phonebook icon to set up the phonebook.

3. When the MLS Phonebook screen appears, click New, to enter the MLS phonebook information.

4. You may get a warning message about a modem no longer installed. Click OK.

5. Fill in the information on the phone book manager screen including the Server Name and phone number of your MLS server (you can obtain this from you MLS office), set as default.

6. In the Connect using this modem box, click the arrow button and select the modem to use.

7. In the Connection from this location box, click the arrow button and select the location.

8. Click the Post icon on the tool bar to save your selection, then click the Back icon. You are now ready to perform your first download.

For more information, see Setting up your modem properties.

Setting up your modem properties

1. Click the Windows Start button. Select Settings, then click on Control Panel.

2. Double-click the Modems icon.

3. At the Modem Properties screen, click the Dialing Properties button. The Dialing Properties screen appears.

4. Select the location name from the drop-down box, or click New to enter a new location.

5. Verify the appropriate fields.

   If you need to dial a number to access an outside line, enter the number in the Local Number field.

   If you will be dialing a long distance number to access the MLS server, enter the appropriate number in the Long Distance field.

   To disable call waiting, click the box entitled This Location… and choose the appropriate code to disable.

   Indicate whether the phone location uses tone or pulse dialing by selecting the appropriate box.

   Select Dial As Long Distance option if you will be making a long distance call from within the same area code.

6. Click OK to exit the Dialing Properties screen.

7. Click OK to exit the Modem Properties screen.

8. To exit the Control Panel screen, click File|Exit from the menu bar.

Customizing the download

Accessed from the Configuration group, Downloading Options allows you to customize your dialing options, the type and amount of data received, and the time off-market listings are kept on your system.

Re-Dial Attempts

ULTREX Communications provides the opportunity to change the number of re-dial attempts and the length of time between re-dial attempts.

To change settings:

1. From the Configuration group, select Download Options.

   The Communications Options box appears.

2. The Redial Attempts field sets the number of re-dials the ULTREX Communications attempts. The default for this field is two attempts. To change the default re-dial attempts, use the scroll keys located beside the field, or click on the entry field and enter the desired number.

3. The Time Between Attempts field sets the amount of time ULTREX Communications waits between re-dial attempts. To change the default time, use the scroll keys located beside the field or click on the entry field and enter the desired time in seconds.

To control the listing information download using the Data Tab:

1. Click Configuration in the sliding menu.

2. Click Download Options.

3. Click the Data tab. The Data Tab screen appears.

   Maximum number of pictures per listing allows the user to set the number of pictures you wish to download with each listing. To change the number of pictures, use the scroll keys located beside the field or click the entry field and enter to desired number of pictures.

   Maximum time to keep pictures allows you to set the amount of time to keep pictures for off-market listings on your system. To change the amount of time to keep off-market pictures, use the scroll keys located beside the field or click on the entry field and enter the desired time in months.

   Maximum time to keep listing data allows you to set the amount of time to keep off-market listings on your system. To change to amount of time the keep off-market listings, use the scroll keys located beside the field or click on the entry field and enter the desired time in months.

   Property Type desired allows you to designate which property types you would like to receive during the downloads. If the field is left blank, the system will download all property types. To designate specific property types, click the button at the end of the field to display the list of property types. . To designate specific property types, click the ellipsis and select the property type(s). Click **OK** to make selections, **Cancel** to quit.

   Listing Area desired allows you to designate specific listing area(s) from which you would like to receive listings. If the field is left blank, the system will download listings from all listing areas. To designate specific listing areas, click the ellipsis and select the desired listing area(s). Click **OK** to make selections, **Cancel** to quit.

4. Click the Save icon on the toolbar to save any changes.

5. Click the Main Menu icon to return to the main menu.

Performing a download

One of the most important components for successful communications is the modem. Your modem must be installed and recognized by Windows before ULTREX Communications will be able to perform a download. If you need assistance installing your modem, please refer to Windows help for more information.
Before you attempt a download, please follow the instructions for setting up your system for downloading. See Setting the MLS phonebook.
The Download shortcut from the Communicate group will connect you to your MLS server and update the database on your system.

To perform a download:

1. Select View | ULTREX Comm from the menu bar.

2. Click on the Communicate group button.

3. Click on the Download shortcut icon.

   A message box appears asking you to confirm the connection location.

4. Click Yes.

   A message box highlights each action as it occurs during the download process.

5. When complete, you can return to ULTREX Agent by selecting View|ULTREX from the menu bar.

Tip:

- If your data push was unsuccessful, see Fixing an unsuccessful download/data push.

Fixing an unsuccessful download/data push

The Utilities group offers two functions that are used to correct an unsuccessful download or data push.

The Retry Update Shortcut

The Retry Update shortcut from the Utilities group becomes active only if the data push is unsuccessful. If the data push is unsuccessful, simply select the Retry Update button and ULTREX Communications attempts the data push again.

The Download Date Shortcut

The Download Date shortcut from the Utilities group allows you the option to reset your current download date to the previous download date. This function is used if some problem occurred during the download process and it was necessary to retry the download.

1. From the Utilities group, select the Download Date shortcut.

   A message box appears asking you to confirm your desire to reset the download date. This message box displays your last download, along with the previous download date.

2. Select Yes to continue, or No to quit.

3. Repeat the download process. See Performing a download for more information.

Performing a listing upload

The Listing Upload shortcut icon connects you to the MLS server, sends information from the posting pool to the MLS database, and returns current listing data to your system.

1. Click Communicate from the sliding menu.
2. Click the Listing Upload shortcut icon.

   A message box appears prompting you to confirm the MLS server you are dialing.
3. Select Yes to start the upload, or No to choose a different phone number, or Cancel to quit.

   If you selected No, a message box appears with all your MLS Phonebook entries. Using your mouse, choose the desired location and click the Select button. A message box appears prompting you to confirm your choice. Select Yes to confirm your selection.

   If you selected Yes, ULTREX dials the MLS server. After a connection is made, ULTREX sends listing data to the MLS server and posts the information into the MLS database, and when posting is complete, new listing data is downloaded to your computer.

   ULTREX will automatically do a download after an upload to the MLS server. After the download is complete, your system disconnects from the MLS server.

   ULTREX takes all downloaded changes and “pushes” them into the appropriate databases on your system.

   After the Data Push is complete, ULTREX displays a message indicating success or failure of the data push.

Ultrex Agent

What is ULTREX Agent?

ULTREX is a fully distributed MLS system that is more than just another way to access MLS data. ULTREX combines MLS listing data and agent prospect data in a tightly integrated package that helps an agent close more business sooner. With just a few clicks of the mouse, the ULTREX-equipped agent can interactively match people and properties.

The ULTREX process is more than matching, though. It allows an agent to actively track each individual prospect in the constantly changing real estate market. Any status or price change on homes in a prospect's selection list is instantly highlighted. New listings are checked to see if any of them match a prospect's stored preferences. ULTREX tracks and analyzes the market while the agent is serving the prospect.

The ULTREX solution has been designed in close collaboration with REALTORS® and associations across the nation. The result is a system that has been carefully tailored to meet the needs of MLS boards, brokers, and individual REALTORS®.

The ULTREX Agent paradigm

ULTREX Agent provides powerful searching capabilities to allow you to search for properties using a very specific definition. This searching capability helps you provide your prospects with the match that best suits their needs.

Generated using criteria defined by you, reports are quickly and easily generated from the Main Menu screen of ULTREX Agent. Hot Sheets, Statistics, and Survey reports allow you to become an expert in the real estate market in your area.

ULTREX Agent

ULTREX Agent is a Windows program that provides instant access to MLS listing information, helping the agent match prospect wants and needs to available properties. ULTREX Agent runs on a personal computer, desktop, laptop, or network. ULTREX Entry creates and maintains a master copy of the MLS database. A complete copy of the MLS database is stored locally on the agent's PC and is updated from the master system as often as desired.

For more information on other ULTREX products, visit our web site at http://www.ultrex.com.

Step-by-step procedures

Starting and Signing on to ULTREX Agent

1. Click Start on the Windows taskbar.
2. Select Programs.
3. Select ULTREX.
4. At the sign-in dialog, type your User ID and Password, and then click OK. The Main Menu screen appears.

Searching for Properties

Types of Searches

Using the Property Search shortcut from the Listing Data section of the Main Menu screen, you can search for properties using very specific definitions. After entering search criteria, ULTREX Agent provides you with quick results.

ULTREX Agent offers two search options:

Quick Search

The Quick Search contains the most common search items on one tab.

Because all the information is contained on one tab, the Quick Search option allows you to enter search criteria and conduct a search very quickly. This single Quick Search tab includes the following information fields:

- Listing Price
- Total Bedroom
- Total Bathrooms
- Year Built
- Acres
- Total Square Feet
- Ownership
- House Style
- Current Status
- Location Information: City, Area, Region, High School, Middle School, Elementary School
- Garage Stalls

Full Search

The Full Search features all possible search fields broken down into various tabs. The system defaults to the Quick Search option; however the Full Search is easily accessible from the Quick Search screen.

If you wish to change your default search, use the following instructions:

1. From the toolbar, select Tools | Options.
2. Select the Program Flow tab.
3. From the Query View box, select Quick for Quick Search option or Full for Full Search option.

For more information, see Entering Search Criteria and Searching the Database.

Entering Search Criteria

1. Click the Listing Data group button.
2. Click the Property Search shortcut icon.
3. The General Search form appears.
4. Click the field you wish to define criteria for and type the criteria. Enter criteria in as many fields as you wish.
5. For a Full Search, click on the Full Specs…tab to reveal additional tabs on which to enter additional search criteria.

   A box with three dots, referred to as an ellipsis, located at the end of the field indicates that a pre-defined attribute list exists for that field. The information is presented in either a single select box or a multiple selection box.

To enter information in a single selection box:

1. Click the ellipsis.

   A single select box appears.
2. Click the information you wish to select, and click OK.

To enter information in a multiple selection box:

1. Click the ellipsis.

   A multiple selection box appears.
2. Click on one piece of information to select, and click Select, repeating these steps until all information is on the right side of the window. To remove information, click on it, then click Remove.
3. Click OK.

Tips:

- Use the Tab key on your keyboard to move to the next field.
- Use the Shift + Tab keys to move to the previous field.
- When using residential features, commercial features, or property features as search criteria you have the option to select All or Any. When you select the *All* option, your search will produce listings that

have all of the features you selected from the multi-select list. When you select A*ny*, your search will produce listings that have any of the features you selected from the multi-select list.

- To view listings, see Viewing Search Results.

Searching for properties using tax record information

This option is only available if your board has contracted with Technology Concepts, Inc. for tax record information to be viewed through the ULTREX program.

1. Select View | Tax Records from the ULTREX menu bar.
2. Click the ellipsis to the right of Select.
3. Enter search criteria on the various tabs.
4. Click on the Search Results icon located on the toolbar.

   The number of matches located appears on the status bar.
5. Click on the View icon located on the toolbar to view Agent information.
6. Click the Agent Cont. tab for more information.

Tip:

- Use the Previous and Next icons located on the toolbar to navigate between Agent information.

Searching the database

1. After entering search criteria, click the Search Results icon located on the toolbar.

   The number of search selected listings appears on the status bar.
2. If desired, add or delete search criteria to narrow or widen search and click on the Search Results icon again.

Tip:

- To view listing(s), see Viewing Search Results.

Viewing search results

To view search results:

1. Click one of the View Option icons on the toolbar.
2. To select a different view, click a different view icon.

   For additional information on reading the history information, see Reading the history editor grid.

Tip:

- Use the Previous and Next icons located on the toolbar to navigate between Listings when in Agent or Full View.

Viewing tax records while viewing listing information

1. Perform a listing search using Full or Quick Specs.

2. View your listings by clicking the Full View icon (this procedure assumes you have defaulted your Full View icon to Agent view). See Customizing view icons for more information.

3. Click the Property tab and then the Taxes/Legal sub tab to view tax information.

Removing a listing from the search results

After reviewing the search results, you may wish to remove selected listings from the list of results. A reason for removing a listing would be the prospect indicating they are not interested in a specific property. The advantage of removing selected listings from the search results prior to printing is that the results list can be printed at one time.

To remove a selection from the search results:

1. After entering search criteria and conducting a search, click the View icon you wish to use.

   If you have selected to view listings in the Agent, Full, or Quick Views, select the following from the menu bar:

   View | Listings | Selected | Remove from List

   ULTREX removes the current listing from the list of results.

2. If you have selected to view listings in the Grid, History, or Pictures in Grid Views, single click the listing to remove OR to remove a group of listings; single click the first listing to remove and, while holding the SHIFT key, click the last listing in the range to remove. Select the following from the menu bar:

3. **View | Listings | Selected | Remove from List**

   ULTREX removes the selected listing(s) from the list of results.

Printing search results

1. Click the Print icon located on the toolbar.

2. Click on the desired report name and click Select. Repeat until all desired reports are listed on the right side of the window, and then click OK.

3. Select Printer, Print Range, and Number of copies, then click OK.

Tip:

- To remove a selected option, click on it and then click Remove.

Printing tax record information

To print tax information, simply click the print icon when the tax information is on your screen. The information will print in grid format.

Exporting search results

The Export function in ULTREX Agent allows you to either save the listing data or pictures from any listing to a generic file type. This export option includes the capability to save the data for export into Top Producer and DeLorme. For information on other compatible programs, contact Technology Concepts, Inc. Customer Service at (507) 289-4180.

NOTE: Check with the specific program vendor for information regarding any additional charges or release forms that may be necessary.

1. Select search criteria and conduct a search.
2. Select desired View icon to view search results.
3. If you wish to export only selected listings, highlight the listings you wish to export.
4. From the ULTREX menu bar, select:

   File Export | All Listings or Selected Listings

   The Export Selection box appears.
5. Select the program where you wish to export. Click OK to continue or Cancel to quit.

   A dialog box appears prompting you to locate the directory for export. Select the appropriate directory.

   For information on custom export options, see What is Export Information?.

Listing Lookup

Looking up a listing using a List Number

The Listing Lookup function allows you to lookup listings using an MLS number or street address.

To lookup a listing using an MLS Number:

1. Click the Listing Data group button.
2. Click the Listing Lookup shortcut icon

   A dialog box appears giving you the choice to search listings by listing number or by address.
3. Enter the full, or partial, MLS Number in the Search for Listing Numbers field and press the Enter key on your keyboard. Repeat until all listing numbers have been entered.
4. Select Active/Pending, if desired.
5. Click OK and ULTREX automatically displays listings.

   The number of listings found is located in the lower left corner of the status bar.

Tip:

- Use Previous and Next icons located on the toolbar to navigate between listings.

Looking up a listing using an address

The Listing Lookup function allows you to lookup listings using an MLS number or street address.

To lookup a listing using an address:

1. Click the Listing Data group button.
2. Click the Listing Lookup shortcut icon

   A dialog box appears giving you the choice to search listings by listing number or by address.
3. Click in the Number field in the Search for Address section of the Select Listings dialog box.
4. Enter House Number (if known, or enter partial number) and press the Tab key on your keyboard.
5. Enter Compass Point, if desired, and press the Tab key on your keyboard.
6. Enter the full or partial Street Name in the Street field.
7. Select Active/Pending, if desired.
8. Click OK and ULTREX displays listings that most closely match the address.

   The number of listings found is located in the lower left corner of the status bar.

Tip:

- Use Previous and Next icons located on the toolbar to navigate between listings.

Hot Sheet

What are Hot Sheets?

The Hot Sheet shortcut, located within the Listing Data group, provides a report that includes all new listings and changes from a specified date range. A changed property that appears will have changes in status, price, and/or contingency only. The default date range that appears is yesterday's date. This date may be changed by entering a new date in one of the date fields or by using the scroll keys located next to the date fields. This report may be viewed from your screen and/or printed. A blank field indicates no change has taken place.

What Does the Hot Sheet Contain?

The specific fields contained within the Hot Sheet report are as follows:

- Property Type
- Listing Number
- Address
- Area
- Property Status as indicated by the following abbreviations:
  - Active ACTV
  - Cancel off market COFF
  - Expired EXPR
  - Pending PEND
  - Sold SOLD
  - Temporarily off market TOFF
- Old/List Price indicating the old price or the list price
- New/Sale Price indicating the new price or the sold price
- Old/New Contingency indicating a change
- Activity Date
- Sale Office
- List Office
- Style
- Ownership
- Total Bedrooms
- Total Bathrooms

For more information on Hot sheets see:

Creating the Hot Sheet

Viewing listings from the Hot Sheet

Printing the Hot Sheet

Creating the Hot Sheet

The Hot Sheet reflects changes in price, status, and contingency as well as new listings based on selected data range.

1. Click on the Listing Data group button.
2. Click on the Hot Sheet shortcut icon

   The Hot Sheet Date Range dialog box appears.
3. Select preferred date range option.

   When using the From Date option, select date using arrow keys to the right of the field.

4. Click Search.

Printing the Hot Sheet

1. Create a Hot Sheet by following the instructions in Creating the Hotsheet.
2. Click the Print icon located on the toolbar

   The Reports Selection dialog box appears.
3. Click Hot Sheet and click Select.
4. Click OK.

   The Print dialog box appears.
5. Select Printer, Print Range for Listings, and Number of Copies, then click OK.

Viewing listings from the Hot Sheet

ULTREX Agent offers the flexibility to view any or all listings included on the Hot Sheet using predefined view options right from the ULTREX toolbar.

1. To view all listings, simply select the View icon of your choice from the ULTREX toolbar.
2. To view a specific listing, use your mouse and double-click on that listing.

Statistics

What are Statistics?

The Statistics shortcut accesses the Market Statistics report. Information can be used to keep your clients informed on the general trend of the market, or you may use specific information from this report for a particular client. This report provides you with information regarding properties within a particular area.

The Statistics report is divided into three sections that appear on tabs within the report.

- The Current Active Listings section provides statistics on all currently active listings in a specified area.
- The Listings That Went to Closed section provides information on closed listings within the specified date range.
- The Listings that Went Off Market (Not Closed) section provides information on other off market listings within a specified date range. Following is a definition of the data included in this section of the report:

Listings That Went to Closed tab

Information for Closed Listings includes:

- Number Closed includes all properties that went to closed during the specified date range and are still closed.
- Percent Closed provides the percentage of properties closed of all currently off market properties, excluding temporarily off market, that wen off market during the specified date range.
- Average List Price, Average Sell Price, and Average Market Time are based on the Number Closed as described above.

Listings That Went Off Market (Not Closed) tab

Information for Listings That Went Off Market (Not Closed) includes:

- Average List Price Not Closed is the average list price of all off market properties, excluding temporarily off market, that went off market during the specified date range.
- Number Pending includes all properties that went to pending during the specified date range and are still pending.
- Percent Pending provides the percentage of properties pending of all currently off market properties, excluding temporarily off market, that went off market during the specified date range.
- Number Expired includes all properties that went to expired during the specified date range and are still expired.
- Percent Expired provides the percentage of properties expired of all currently off market properties, excluding temporarily off market, that went off market during the specified date range.

For more information, see Creating, viewing, and printing a Statistics Report.

Creating, viewing, and printing a Statistics Report

The Statistics Report provides you with information regarding properties within a particular location during a specified date range.

1. Click the Listing Data group button.
2. Click the Statistics shortcut icon.

   The ULTREX Statistics dialog box appears.
3. Enter the date range by using the scroll bar to the right of the From and To fields.
4. Select area by clicking one of the six location options.

   A Selections box appears.
5. Select criteria.
6. Click the Print button to print the report, or click the View tab to view results on screen.

Tips:

- The date range may also be entered by clicking the field and entering the date using your keyboard.
- ULTREX defaults to six months prior to today's date.

Expiration Report

What is an Expiration Report?

The Expiration Report is a management report that prints a list of properties owned by you that will expire or that are currently expired. There are three options for printing this report to give you the information you need to effectively track expired listings.

REMEMBER: The Expiration report only provides you with information on the listings you own. Properties that will expire prints a report of listings that will expire in the selected date range. Listings will have the current status of active, pending, or temp off market.

Properties that went expired prints a report of listings that expired in the selected date range.

Properties that went expired and are still expired prints a report of listings that remain expired in the selected date range.

For more information, see Creating, viewing, and printing an Expiration Report.

Creating, viewing, and printing an Expiration Report

The Expiration Report provides you with a list of your expired listings based on specified search criteria.

1. Click on the Listing Data group button.
2. Click on the Expiration shortcut.

   The Expired Listings dialog box appears.
3. Select type of report.
4. Enter the date range by typing specified dates in the From and To fields.
5. Click the Print button to print the report, or click the Print Preview button to view results on the screen.

Area Survey Report

What is an Area Survey?

The Area Survey shortcut allows you to access the Area Survey Report. If you are interested in becoming an expert in the real-estate market, the information provided in this report is valuable. You may use the information in a general sense, to keep your clients up-to-date on market activity, or you may use the information specifically for a particular client. Based on selections made, this report provides the number of listings and average days on market within a price range. It also provides average, low and high price as well as average market time for listings within each market status. The statistics provided by the report are based on selections made from a selection screen. The report is divided into four groups of statistics based on status. The price ranges in the report reflect the list prices for all statuses, except for closed status which will reflect sale price. The criteria of these groups changes with the selection of a date range. Following is a description of how date range affects the output of the report.

No date range selected

If a date range is not selected, the report will include the following:

- All Current Active Listings which reports the number of currently active properties.
- All Current Pending which reports the number of currently pending properties.
- Closed in the Last Year which reports all listings that went to closed status in the last twelve months.
- Expired in the Last Year which reports all listings that went to expired status in the last twelve months.

Date range selected

If a date range is selected, the report will include the following:

- New and Back on Market reports all listings that were new or back on the market in the specified date range regardless of the current status of the listing. If a property has gone to both new and back on market within the specified date range, it will only be counted once.

- Went to Pending reports all listings that went to pending status in the specified date range, regardless of the current status of the listing.
- Went to Closed reports all listings that closed in the specified date range, regardless of the current status of the listing.
- Went to Expired reports all listings that expired in the specified date range, regardless of the current status of the listing.

New on Market option

If the New on Market option is selected, the report will include the following:

- New reports all properties that were new on market during the specified date range, regardless of the current status of the listing. *You must select a date range for this option.*

Back on Market option

If the Back on Market option is selected, the report will include the following:

- Back on Market reports all properties that went back on market during the specified date range, regardless of the current status of the listing. *You must select a date range for this option.*

For more information, see Creating, viewing, and printing an Area Survey Report.

Creating, viewing, and printing an Area Survey Report

1. Click the Listing Data group button.
2. Click the Area Survey shortcut icon.

   The Area Market Survey dialog box appears.
3. Enter information in as many fields as you prefer.
4. Click the Print button to print the report, or click the View tab to view results on screen.

Tip:

- Enter date range by typing specified dates in the Search From and To fields.

Broker Reports

What are Broker Reports

Broker reports allow agents and brokers to view information regarding their personal listings. Based on a user-selected date range, you can select reports that provide you with information about your active, pending, and sold listings. Brokers will be able to view information on all listings owned by the office.

For more information, see Creating, Viewing, and Printing Broker Reports.

Creating, viewing, and printing broker reports

1. From the File menu, select Reports | Broker Reports.
2. Select Date Range.
3. Click the Print button or Print Preview.
4. Select which report(s) you wish to print or preview, and click OK.

When selecting Print, you can select multiple reports to print.

When selecting Print Preview, only one report can be previewed at a time.

Finding Office and Agent Information

Messages

What are messages?

The Messages shortcut from the Information group works as an electronic bulletin board for receiving messages sent from your local MLS office. The Message option contains a list of all messages received, the ability to view messages, and the option to delete messages from your system.

NOTE: The Message feature does not allow for responses to be sent back to the sender or for new messages to be sent by you.

For more information, see:

Viewing Messages

Deleting Messages

Viewing Messages

1. Click the Participants group button.
2. Click the Messages shortcut icon.

   The Messages box appears.
3. Highlight the message you wish to view, and click the View tab.

Tip:

- If there is more than one message, the Previous and Next icons are activated allowing you to page through all messages.

Deleting Messages

1. Highlight or view the message you wish to delete.
2. Click the Delete icon on the toolbar. ULTREX asks you to verify your delete request. Click OK to delete the message.

Offices

What is Office Information?

Information regarding the offices in your MLS board is accessed from the Offices shortcut located within the Information group. This section contains a record for each office, including address, phone numbers, and active status. An office is defined as the place of business for the professionals who are authorized to use the MLS information. An office can include a real estate agency, as well as an appraisal office.

For more information, see:

Accessing information about an office

Searching for information related to offices

Accessing information about an office

The Office function gives you quick access to information about offices.

To access information about an office:

1. Click the Information group button.
2. Click the Offices shortcut icon.
3. Select of the three options.

   Single – to access information about a single office

   Multiple – to access information about multiple offices

   Search – to search for information about an office

To access information about a Single Office:

1. Click the ellipsis to the right side of the Single field.

   A selection box appears.
2. Click the Office name for which you want to view information.
3. Click OK.

   Information about that office appears.
4. Click the Office Cont. tab for more information.

To access information about Multiple Offices:

1. Click the ellipsis to the right of the Multiple field.

   A multiple selections box appears.
2. Click the name of the Office for which you want to view information.
3. Click Select. Repeat steps 1 and 2 until all Offices you want to view are listed on the right side of the Selections box.

4. Click OK.

   Information about these offices appears.

5. Click the Office Cont. tab for more information.

Tip:

- Use the Previous and Next icons located on the toolbar to navigate between Offices.

Searching for information related to offices

1. Click the ellipsis to the right of the Search field.
2. Enter known information.
3. Click the Search Results icon located on the toolbar.

   The number of matches appears on the status bar.

4. Click the View icon located on the toolbar to view offices.
5. Click the Office Cont. tab for more information.

Tip:

- Use the Previous and Next icons located on the toolbar to navigate between Offices.

Agents

What is Agent Information?

The Information group allows you to access information on all agents participating in your local MLS board. Typically, an agent refers to anyone who is licensed to list or sell real estate. Your board or association bylaws ultimately determine who is entered as an agent in your system. Information in the Agent section will display in the Listing and Selling Agent attribute lists, in the Listing Editor, and searches in ULTREX Agent.

For more information, see:

Accessing information about an agent

Searching for information related to agents

Accessing information about an Agent.

Accessing information about an agent

The Agents function gives you quick access to information about agents.

To access information about an agent:

1. Click the Participants group button.
2. Click the Agent shortcut icon.

3. Select one of three options

   Single – to access information about a single office

   Multiple – to access information about multiple offices

   Search – to search for information about an office

To access information about a Single Agent:

1. Click the ellipsis to the right side of the Single field.

   A selection box appears.

2. Click the Agent name for which you want to view information.

3. Click OK.

   Information about that agent appears.

4. Click the Agent Cont. tab for more information.

To access information about Multiple Agents:

1. Click the ellipsis to the right of the Multiple field.

   A multiple selections box appears.

2. Click the name of the Agent for which you want to view information.

3. Click Select. Repeat steps 1 and 2 until all Offices you want to view are listed on the right side of the Agent Selection box.

4. Click OK.

   Information about these agents appears.

5. Click the Office Cont. tab for more information.

Tip:

- Use the Previous and Next icons located on the toolbar to navigate between Agent Information.

Searching for information related to agents

1. Click the ellipsis to the right of the Search field.

2. Enter known information.

3. Click the Search Results icon located on the toolbar.

   The number of matches appears on the status bar.

4. Click the View icon located on the toolbar to view Agent Information.

5. Click the Agent Cont. tab for more information.

Tip:

- Use the Previous and Next icons located on the toolbar to navigate between Agent Information.

Using Database Utilities

Auto-Compact Your Databases

Located in the Utility group, the Auto-Compact Database shortcut allows you to keep the ULTREX Agent program performing at peak performance. As databases are accessed, information is not always returned to its original location. When this happens, it takes longer for ULTREX Agent to access information. The Auto-Compact feature puts all information back to its proper place, allowing ULTREX Agent to access information faster.

1. Click the Utilities group button.
2. Click the Auto-Compact Database shortcut icon**.**

   A warning message notifies you that this task will take some time to complete. If you wish to continue, click OK and ULTREX will automatically compact your database.

Auto-Archive Your Data

The Auto-Archive Data function, located in the Utilities group, performs an automatic back up of the Picture, Property, Attribute, and Customer databases. For more information see, What is Archiving.

How Often Should I Archive Data?

Once a week. In the event that something happens to the databases on your computer, having an archive of the databases on your computer means that you will not have to contact your MLS office for a copy of the MLS database. You can simply restore the back-up copy of the databases from your own computer.

Note: Archiving is not required and will take up space on the hard drive of your computer. If ample space is available on the hard drive of your computer, you may wish to archive your databases so you have a current backup of the databases available if needed.

How Do I Archive Data?

1. Click the Utilities group button.
2. Click the Auto-Archive Data shortcut icon**.**

   A warning message notifies you that this task will take some time to complete. If you wish to continue, click OK and ULTREX will automatically archive the Property, Picture, Attribute, and Customer databases.

Using Tools

Changing Ultrex Options

What are the ULTREX Options?

From the menu bar of the Main Menu screen, the Tools|Options function allows you to select program flow options, database files, and pool files. Normally, these are set during the initial program set-up and remain the same. Program flow options refer to the way ULTREX works on your specific system. You may choose how to view both your information and your errors. The Database Files and Pool Files tabs allow you to point your ULTREX program to the necessary directories.

The options you have are:

Changing the Selections View

Changing the Default Search View

Changing the Validity Check Message Display

Viewing Progress Indicators

Changing the Main Menu Background

Changing the Presentation File Location

Changing Database File locations

Changing the Selections View

ULTREX offers numerous options for viewing MLS data. From Tools|Options you can designate which view displays for each of the three view buttons found on the toolbar and Listing Lookup.

1. Select Tools|Options from the menu bar. The ULTREX Options screen appears.
2. In the Selections View section, click the ellipsis of the view you wish to modify.

   A single selection box displays all view options. Point to the desired selection and single click.
3. Click the OK button to select.
4. Click the Main Menu icon to exit.

Viewing Progress Indicators

The status bar found at the bottom of the ULTREX screen always indicates the status of the function being performed. In addition to the status bar, ULTREX offers an option to display progress indicators during certain functions such as printing and exporting. The progress indicators are message boxes with a bar that indicates the progress of the utility being performed. NOTE: Displaying the progress indicators can slow down the performance of ULTREX.

1. Select Tools | Options from the menu bar.
2. From the ULTREX Options screen, select the desired progress indicators option from the View Progress Indications section.
3. Click the Main Menu icon to exit ULTREX options.

Changing the Default Search View

Using the General Search option, you can search for properties using very specific definitions. ULTREX offers two search options: Quick Specifications or Full Specifications. Quick Specifications contains the most common search items on one tab. The Full Specifications features all possible search fields organized onto various tabs.

To change your default search view:

1. From the menu bar, select Tools | Options.
2. The Program Flow tab appears. Choose desired search option from the Query View section.
3. Click the Main Menu icon to exit options.

Changing the Main Menu Background

ULTREX gives you the ability to customize the look of your main menu by changing the background to any picture or graphic you desire. To change your Main Menu background:

1. Select Tools | Options from the menu bar.

   The ULTREX Options screen appears.

2. Click the ellipsis at the end of the Background field.

3. From the dialog box that displays, select the location of the graphic file. NOTE: The file selected must be in a graphic file type such as .jpg or .bmp.

4. Select the graphic file by pointing to the file name and single click.

5. Click Open.

6. Click the Main Menu icon to exit.

Changing the Presentation File Location

Because Ultrex has a built-in web browser you can save an offline version of a web site or create html presentations for the purpose of showing a client information. Ultrex automatically defaults to presentations saved in the Ultrex98 | Presentation folder but you can save information in a different location. To do this, click the ellipsis located at the end of the PRESENTATION field and select the new location. When you access presentation through Tools | Agent Tools | Sales Aides | Presentation this file will automatically display.

Changing Database File locations

The Database Files tab on the ULTREX Options screen allows you to set the database file locations for your system. The installation process automatically sets the location of the data files to *C:\ Program Files\ULTREX98\Databases* directory on your computer. If you are on a network, you may want to change the location of certain files to point to your network's server.

NOTE: We recommend changing your database file locations only if you have a network server. PLEASE USE WITH CAUTION!

1. Select Tools|Options from the menu bar.

2. At the ULTREX Options screen, click the Database Files tab.

   The three file locations to change are Picture (Picture.mdb), Properties (Home.mdb), and Attributes (Attr.mdb) files. Click the ellipsis at the end of each of those fields.

3. Select the new file location.

   Example: *X*\Program Files\ULTREX98\Databases____.mdb *(X = your network server).*

4. Click the Open button.

5. Click the Main Menu icon to exit.

   NOTE: In order for ULTREX to accept the new database locations, you must close and restart the application.

Changing the Validity Check Message Display

The Check Entry section allows you to choose when you would like validity check messages to display. *Show error on keystroke* displays a message when invalid data is detected. *Show error on save* displays a message during the save process if invalid data is detected.

1. Select Tools | Options from the Menu bar.
2. In the Check Entry section, select the desired option.
3. Click the Main Menu icon to exit.

Archiving Your Databases

What is Archiving?

The Archive function, located in the Tools menu, contains a number of utilities that help keep the ULTREX system running at its peak. Functions accessed from this area include:

Archive

The Archive function creates a back-up copy of any ULTREX database. It is important to have a current back up of the database in the event that some error occurs with the main copy of the database on your system. If necessary, the main copy of the database can be easily replaced by the archive copy.

Repair

Anyone who uses a computer has experienced a lock-up that necessitates shutting off the computer without properly exiting all programs and Windows. When a computer is shut off with programs running, errors can occur in certain files. Repair looks at these files and fixes any detected errors.

Compress

As a database is accessed, information is not always returned to its original location. Not only does it take longer for the computer to access information, but the size of the database also increases. The Compress function puts information back in its proper place, increasing the performance of ULTREX and decreasing the size of the database.

Deep Repair

Again, if a system is shut off without properly exiting all open programs, errors in certain files can occur. The Deep Repair looks at these files even more in-depth than the Repair function and fixes any detected errors. The typical ULTREX user will only perform this function when directed by ULTREX Customer Support.

Restore From Backup

When Restore From Backup is selected, ULTREX automatically replaces the main databases with back-up copies of the databases.

For more information, see:

Archiving data

Repairing your databases

Compressing your database

Deep repairing your database

Restoring your database from backup

Archiving data

Maintaining a current back-up copy of the MLS databases is vital in the event that something happens to the main copies of the database. We recommend weekly archiving of the databases, however, archiving is not required and will take up space on the hard drive of your computer. If ample space is available on the hard drive of your computer, you may wish to archive your databases so you have a current backup of the databases available if needed.

1. Click System from the sliding menu bar.
2. Click the Archive icon.
3. Select the following databases to archive: Property, Picture, and Attributes.
4. In the Archive Database(s) to section, select location to create back-up.
5. Click Archive from the Tasks section.
6. Click the Run Tasks button.

Repairing your databases

1. Select the following from the menu bar:

   Tools | Archive

   The Archive Databases screen appears.

   Recommendation: Select the Property, Picture, and Attribute databases to repair. Select the databases to repair by single clicking the box next to the database name. A "✓" appears if a database has been selected.

2. In the Tasks section, click the box next to Repair.
3. Click the Run Task(s) button. ULTREX repairs the selected databases.
4. Click the Main Menu icon to return to the main menu.

Compressing your database

1. Select the following from the menu bar:

   Tools | Archive

   The Archive Databases screen appears.

   Recommendation: Select the Property, Picture, Attribute, and Work databases to compress. Select the databases to compress by single clicking the box next to the database name. A "✓" will appear if a database has been selected.

2. In the Tasks section, click the box next to Compress.
3. Click the Run Tasks(s) button. ULTREX compresses the selected databases.
4. Click the Main Menu icon to return to the main menu.

Tip:

- It is possible to perform an archive, repair, and compress at one time. After selecting the databases, simply check the boxes next to Archive, Repair, and Compress then click the Run Task(s) button.

Deep repairing your databases

1. Select the following from the menu bar:

   Tools | Archive

   The Archive Databases screen appears.

2. Select the databases to deep repair by clicking the box next to the database name. A check mark appears if a database has been selected.

3. From the Tasks section, click the box next to Deep Repair.

4. Click the Run Task(s) button. ULTREX deep repairs the selected databases.

5. Click the Main Menu icon to return to the main menu.

Restoring your databases from backup

1. Select the following from the menu bar:

   Tools | Archive

   The Archive Databases screen appears.

2. From the Tasks section, click the box next to Restore From Backup.

   NOTE: ULTREX restores the databases found in the directory listed in the Archive Database(s) to: box.

   A message box appears asking you to confirm the restore request.

3. Click Yes to restore, No to cancel.

4. Click the Main Menu icon to return to the main menu.

Exporting Information

What is Exporting Information?

Accessed through Tools | Export, the Export Manager allows you to define the information you would like to export to programs to which ULTREX provides connectivity.

NOTE: Please check with the specific program vendor for information regarding any additional charges, MLS data release forms, etc.

For more information, see:

Finding an Export Record

Adding an Export Record

Editing Export Information

Finding an Export Record

If you need to search for an export record using specific criteria, the Search button allows you to access the Export Query.

1. Select Tools | Export from the menu bar.

   The Export Manager appears.

2. Select the Search option.

   The Export Query dialog appears.

3. Enter search criteria.

4. Select the Search Results icon to search for record.

5. Select the Full View icon to view search results.

   Information that meets your search criteria appears on your screen. NOTE: This information is for viewing only.

Adding an Export Record

New exports can be added at any time from the Tools menu.

1. Select Tools | Export from the ULTREX menu bar. The Export Manager appears.

2. Select New and a blank Export Editor form appears on your screen.

3. Enter information

   The NAME field is the description or name of your export.

   The EXPORT LABEL field is a Yes/No field and it means that the field name would accompany the information when it is exported if you select Yes. For example: Listing Price 130,000 would be extracted if you select Yes and if you select No only the actual price would be extracted not the field name that identifies the information.

   The EXPORT TYPE is the format that the information will be exported to

   In the EXPORT FROM field, select home.mdb

   When selecting EXPORT FROM TABLES and EXPORT FROM FIELDS options it may be helpful to look at an entry form as the Table names correspond with the sections from which the information is located and the Field relate to the information within each section. The TABLES selected most often are: Listing, Property, Property Features, Home, Home Features, and Home Rooms. When selecting which fields you wish to extract you need to place them in the order in which you would like for them to appear in your final document. Use the Move Up and Move Down buttons to re-arrange if necessary.

4. Click the Save icon. Depending on which information you have selected to export, you may be asked how many records you wish to have extracted. (For example: Home Features/Amenities – you must decide how many of those will be extracted when you do your export)

Editing Export Information

Export information currently in the database can be edited at any time.

1. Select Tools | Export from the ULTREX menu bar.

   The Export Manager appears.

2. Select the Single option to edit a single record, or select the Multiple option to edit more than one record.

3. If you have chosen the Single option, the Export Selection box appears.

4. Locate the record you wish to edit, using the scroll bars if necessary. Select the record by pointing to the record and single click.

5. Select the OK button.

6. If you have chosen the Multiple option, the export multiple selection box appears on your screen.

7. Select the records you wish to edit.

8. Select OK to continue.

   The appropriate file(s) appear on your screen. Locate the information you wish to edit and make appropriate changes.

9. When you are completed with the entry, select the Save icon from the ULTREX toolbar. ULTREX now places validity checks on the data.

   A message box displays if invalid data is detected. Click OK and ULTREX takes you to the field where invalid data has been detected.

10. Reenter valid data and click the Save icon on the toolbar.

11. Select the Main Menu icon to exit.

Using Agent Tools

What are Agent Tools?

Located in the Tools menu, Agent Tools contains a number of utilities to assist the REALTOR® do their job more effectively. Included in Agent Tools are the following:

Mortgage Aid

Mortgage Aid contains two tools: Mortgage Calculator and Loan Rates. The Mortgage Calculator allows you to estimate the monthly payment which is manageable for the prospective buyer for a given property, not including insurance. Loan Rates provides access to mortgage information from various financial institutions.

Prospect Analysis

Prospect Analysis features the Prospect Qualification tool. With Prospect Qualification, you can estimate the maximum price a prospect can afford to purchase. This function does not guarantee that the prospect will be approved by a financial institution.

Office Tool

Office Tool offers quick access to the Windows system calculator.

Sales Aides

Sales Aides offers an Internet browser within Ultrex for the purpose of viewing html presentations or when connected to the internet you can view web sites.

For more information, see:

Calculating a mortgage

Finding loan rates

Qualifying a prospect

Using Presentation

Calculating a mortgage

The Mortgage Calculator allows you to estimate the monthly payment for a property. Direct your prospect to their lender for the actual mortgage payment.

1. Select the following from the ULTREX menu bar:

   Tools | Agent Tools | Mortgage Aid | Mortgage Calculator

   The Mortgage Calculator appears.

2. Enter requested information.

3. Use the TAB key on the keyboard to move to the next field.

4. After data has been entered, click the Calc button. ULTREX calculates the payment.

5. Click to access the Microsoft Calculator

   The bottom three fields display the results of the mortgage calculation.

6. Click the Main Menu icon to exit the Mortgage Calculator.

Finding loan rates

This may or may not be activated by your MLS. Please contact your local MLS office with any questions.

1. Select the following from the ULTREX menu bar:

   Tools | Agent Tools | Mortgage Aid | Loan Rates

   The Loan Data Manager appears.

2. Select Single, Multiple, or Search.

3. Based on your selection above, the following appears on your screen:

   Single: A single select box appears. Single click the selection to view and click OK. Information displays.

Multiple: A multiple selection box appears. Select records to view and click OK. Information displays.

Search: The Loan Data Search appears.

4. Enter search criteria.

5. Select the Search Results icon.

6. Select the Full View icon to view search results.

   Information that meets your search criteria appears on your screen.

7. Click the Main Menu icon to return to the main menu.

Qualifying a Prospect

The Prospect Qualification function estimates the maximum purchase amount for a prospect.

REMEMBER: The result of the Prospect Qualification does not guarantee the prospect will qualify for the same amount when applying for a mortgage. Please direct your prospect to their mortgage provider for an actual qualification.

1. Select the following from the ULTREX menu bar:

   Tools | Agent Tools | Prospect Analysis | Prospect Qualification

   The Prospect Qualification screen appears.

   The fields that appear are defined below:

ANNUAL INCOME	Total income
ANNUAL ADJUST	Amount of long term commitment payments, i.e. student loans
ADJUSTED INCOME	Annual Income - Annual Adjust (system generates automatically)
QUALIFY PERCENTAGE	Percentage of income that can be applied to a mortgage
QUALIFIED	Amount of mortgage (system generates automatically)
TAXES	Monthly and/or yearly property tax amount
INSURANCE	Monthly and/or yearly insurance premium amount
MORTGAGE, TAXES, AND INTEREST	Monthly and/or yearly mortgage payment (system generates automatically)
DOWN PAYMENT	Down payment amount based on displayed percentage
HOME LOAN	Amount of home loan
QUALIFIED HOME COST	Maximum amount for which a prospect qualifies

2. Enter information. Use the Tab key on your keyboard to move to the next field. As you leave a field, calculations appear in the yellow fields.

3. Select the length of loan in the Loan Years box.

4. Adjust the percentage of down payment by using the arrows found at the end of the field or by clicking in the field and typing the new percentage.

5. Adjust the loan rate percentage by using the arrows found at the end of the field or by clicking in the field and typing the new percentage.

   ULTREX automatically displays the maximum price the prospect hypothetically qualifies for in the QUALIFIED HOME COST field.

6. Click the Main Menu icon to return to the main menu.

Using Presentation

From the Ultrex Menu Bar select Tools | Agent Tools | Sales Aides | Presentation. This will access an Internet Browser. If you are connected to the internet and want to view a web site, simply type in the site address in the file location field. If you have created an html presentation or have saved an internet site offline you can store it in the Ultrex98 | Presentation folder and the information will automatically be displayed as the default location is to that particular file. You can change the default location or type in a different location based on where you have saved the information you wish to view.

Ultrex Sales Assistant

What is the ULTREX Sales Assistant?

The ULTREX™98 Sales Assistant Paradigm

Because prospects are the most important part of your business, ULTREX Agent, combined with the ULTREX Sales Assistant module, has extensive prospect management capabilities. Information about your prospects is kept in a prospect file. This prospect file, along with the MLS property files, allows you to keep track of both people and properties throughout the sales cycle.

For many real estate agents, the ULTREX Sales Assistant paradigm represents a shift from the traditional MLS system that focuses just on properties. To use it effectively, it is important to understand the way the program is structured. Therefore, a brief explanation of the ULTREX Sales Assistant paradigm has been provided.

ULTREX Sales Assistant combines functions for keeping track of both prospects and properties into a single, integrated program. Basically, you can think of ULTREX Sales Assistant as having two file cabinets, one containing property information and another containing prospect information.

The property cabinet can be thought of as having several drawers, one drawer for each different property type. The prospect cabinet also has one or more drawers, but in this case, each drawer is privately assigned to an individual real estate agent. Within an agent's file drawer are the agent's prospects.

Information about your prospects is further broken down into the type of property they are interested in buying or selling. These are like folders that contain information about a prospect's specific wants and needs. Each prospect has one or more of these property folders. There are five types of folders available for prospective buyers and five for prospective sellers for a total of ten different folder types. The five types of prospect property folders match the five types of properties in the MLS database: Residential, Multi-Unit, Commercial, Building Sites, and Farms. Each prospect can have any combination of the ten different property folders.

Thus, you can think of the prospect file cabinet as having a private drawer for each agent to use on the computer where the ULTREX Sales Assistant program is installed. Within each agent's drawer is a file for each prospect. Inside each prospect's file is all the appropriate property interests for both buying and selling property.

Using this paradigm, ULTREX Sales Assistant helps you organize your prospects and keep track of properties.

What Are the Options in ULTREX Sales Assistant?

From the ULTREX Sales Assistant main menu screen you are able to access information on your prospects and how the market affects those prospects. The Prospects group of buttons offers access to prospect information, and the Market group offers access to the market's affect on those prospects.

From the Prospects group you can keep up-to-date and accurate records for all prospects whether they are active or inactive. Within each prospect's file detailed records can be kept, allowing you to offer your clients personalized service. Along with personal information such as name and address, this file holds prospect's individual preferences and listings the prospect is interested in. For prospective buyers the selected listings match their buying preferences. Seller's selections are used as comparable properties.

The Market Tracking group monitors selections for all your active buyers and sellers. The New Matches and New Comparables option finds listings that are new or newly changed to meet the criteria selected by your prospects. The Buy Changes and Comparable Changes option monitors your prospects' listing selections to alert you to changes in those listings.

Prospect Tracking

Because people are the most important part of your business, the Prospects group allows you to quickly access current records on all your clients and add new client information. ULTREX Sales Assistant offers the ability to keep personal information, preferences/comparables criteria, and property selections.

Market Tracking

Keeping track of properties is essential to meeting the needs of your clients. The Market Tracking group allows you to track changes that may be important to you and your client. You can quickly check on property changes and additions.

Utilities

The Utilities group of the ULTREX Sales Assistant module expands capability to include creating back-up copies of your prospect information. This includes a save and restore option that provides security for your data, along with flexibility.

For more information on other ULTREX products, visit our web site at http://www.ultrex.com.

Step-by-step procedures

Working with Prospects

What are Prospects?

Prospect data is easily obtained by selecting the Prospects group option from the ULTREX Sales Assistant main menu screen. This section allows you to view a single prospect, all active prospects, all prospects, or create a new prospect. You may also choose to use the Prospects option from the ULTREX menu bar, which allows you to select a single prospect, active prospects, all prospects, or create a new prospect.

ULTREX Sales Assistant allows you and your prospect to define criteria that is important during the purchase process. For the seller, ULTREX Sales Assistant also allows for a complete description of the seller's property. The New Matches shortcut watches for new listings that meet buyers' criteria, while the New Comparables shortcut watches for new listings that match sellers' properties. A prospect may be designated as both a buyer and seller. To see specific information related to the buy and/or sell folder, simply select the shortcut you wish to view from the upper portion of the prospect file.

ULTREX Sales Assistant allows you and your prospect to select specific listings and save them on your prospect's selections tab, found within a prospect's file. Selected properties for buyers may be listings they are interested in viewing. For sellers, selected properties become the comparable properties for creating a Comparative Market Analysis (CMA). The Buy Changes and Comparable Changes shortcuts from the Market Tracking group will watch the list of selected properties and highlight any changes in price or status.

Adding a new prospect

The process of entering a buy or sell prospect is exactly the same except for the addition of the Subj Prop button which appears when the prospect is designated as selling residential property. The Subj Prop button allows you to fill in information specific to your prospect's home. The information is useful in the Comparative Market Analysis (CMA). For more information on the CMA, see Creating a Comparative Market Analysis .

1. From the Prospects group, select the New shortcut.

   A blank prospect screen appears.

   The fields that appear within the Personal tab are defined below:

FIRST	Prospect's first name
LAST:	Prospect's last name
SECOND FIRST NAME	Additional first name
SECOND LAST NAME:	Additional last name
MAILING HEADER:	Header used on printed reports
ADDRESS:	Address field
ADDRESS:	Address field
CITY:	Address field

STATE:	Address field
ZIP:	Address field
*HOME PHONE:	Home phone number
*OFFICE NUMBER:	Office phone number
*FAX:	Fax number
DATE:	Automatic time stamp
ACTIVE:	Designates active prospect
URL ADDR:	Address field for internet home page
E-MAIL ADDR:	Address field for email address

*NOTE: The phone and fax numbers will print on reports as they appear in these fields.

2. Fill in appropriate prospect information on the Personal tab. Use the TAB key on your keyboard to move to the next field, TAB + SHIFT to move back one field. Bold labels indicate mandatory fields.

3. From the upper right hand portion of your screen, designate the property type the prospect is interested in buying or selling, or both by clicking the box under the appropriate property type in either the buy or the sell section.

4. Comments regarding your prospect can be entered in the Notes area. To access this area, select the Notes button along the right hand portion of the prospect screen. To time/date stamp your entries; click the Dated Note button, and ULTREX Sales Assistant adds the current time and day.

Selecting listings for a prospect

1. Click the Specifications tab when working with Buyer or Seller to enter criteria. Click the Subj Prop button when working with a Seller to enter Seller's Home information.

2. Click the field in which you want to enter criteria.

3. Enter criteria. Enter criteria in as many fields as you want.

4. For a full search, click the Full Specs… tab to enter additional criteria.

   A box with three dots, referred to as an ellipsis, located at the end of that field, indicates a pre-defined attribute list exists for that field. The information for selection is presented in either a single select box or a multiple select box.

To enter information in a single select box:

1. Click the ellipsis.

2. Click on information you want to select.

3. Click OK

To enter information in a multiple selection box:

1. Click the ellipsis.

   A multiple selection box appears.

2. Click on one piece of information to select, and click Select. Repeat until all information that you want to select is on the right side of the window. To remove information, click on it then click Remove.

3. Click OK.

4. Click the Save icon.

Searching the database for prospects

1. After entering search criteria, click the Search Results icon located on the toolbar.

   The number of search selected listings appears on the status bar.

2. If desired, add or delete search criteria to narrow or widen search, and click Search Results icon.

Using information in the Selections Tab

The Selections tab is found within the prospect file and contains a list of specific properties you and your prospect have selected from the results of your search. See Choosing Listings for a Prospect for more information on the search process. This list of properties includes the basic information such as listing number, address, price, and property status. A comment section is available for each listing. This field is editable by selecting that field. The screen allows you to sort the selections in any order you prefer, add listings, remove listings, add comments, and print. Any price or status change that occurs after a property is initially selected is highlighted by check marks.

1. To view the contents of the Selections tab, simply select that particular tab using your mouse.

   Listings selected for this prospect are listed in a grid format.

   NOTE: Scroll bars are visible to allow you to scroll through the entire selections list. To view Comments, use the scroll bar located on the lower portion of the screen.

   The status bar located in the lower section of this screen identifies the number of properties in this prospect's selection list.

Changing the sort order in the Selections Tab

To adjust the order of selected properties, you may renumber them in any order you desire.

1. Select the Sort Order field using your mouse.

2. Type in the number you desire.

3. Continue in the same manner by renumbering any other selected properties.

   NOTE: Numbering does not have to be sequential.

4. After you have renumbered, select the Sort Selections button located on the lower left portion of the screen.

   ULTREX Sales Assistant sorts your selections list numerically.

Adding comments in the Selections Tab

This field uses the time/date stamp from Windows. See Windows 95 Help to modify the date on your system. ULTREX Sales Assistant gives you the option of adding comments for any listing.

NOTE: ULTREX Sales Assistant automatically places the date this listing was added to the selections list in this field. You may edit this field by following the instructions below:

1. Select the Comments field using your mouse.

2. Using your keyboard, enter appropriate comments. This field holds up to 60 characters.

Removing a listing from the Selections List

At any time, you may remove a listing from your prospect's selection list. Use the following procedure to remove a listing:

1. From the Selections tab, highlight the listing you wish to remove using your mouse.

2. From the ULTREX toolbar select:

   View|Listings | Selected | Remove from the Prospect's Selection

3. If you wish to remove all listings select:

   View | Listings | All | from the Prospect's Selection

4. A message box appears asking you to confirm your removal request. Select OK to remove the listing or Cancel to quit.

5. If you have chosen to delete multiple listings, you must confirm the deletion of each listing.

Tips:

- You can also use the right mouse option to remove selected listings, by right clicking on the mouse and selecting Listings|Selected|Remove from the Prospects Selection

Printing Reports

1. Click the Print icon located on the toolbar.

2. Click the desired report name, and click Select. Repeat until all desired reports are listed on the right side of the window. To remove a selected option, click on it and click Remove.

3. Click OK.

4. Select Printer, Print Range, and Number of Copies, then click OK.

Creating a Comparative Market Analysis (CMA)

The Comparative Market Analysis (CMA) provides a printed report with your seller's home information and comparable properties, along with areas for you to figure adjustments.

Remember: The information entered from Subj Prop becomes the first column of the CMA, the comparable properties are from your seller's Selections tab.

1. Open the specific prospect file to use in creating your CMA. See Selecting a Prospect for specific information.

   OR

1. Create a new prospect by clicking Prospects from the group.
2. Click New.
3. Enter the personal information regarding the prospect on the Personal tab.
4. Click the Save icon.
5. Click the Sell button.
6. In the Sell row, click the box under Residential.
7. Enter any comments by clicking the Notes button.
8. Click the Subj Prop button. Fill in appropriate seller's home information.

   NOTE: The information completed on this page becomes the first column of the CMA, but ULTREX does not use this information to search for comparable properties.

9. Fill in comparable property search criteria on the Specifications or Full Specs… tab.
10. After entering search criteria, click the Save icon.
11. Click the Search Results icon.
12. Click the desired view icon. Upon reviewing search results, select comparable properties.
13. Click the Back icon.
14. Click on the Selections tab.

Printing a Comparative Market Analysis

This procedure assumes that you have created a sell prospect file, entered subject property information, entered search criteria, and viewed and selected listings for use as comparables.

1. Access sell prospect's file.
2. Click the Selections tab.
3. Click the CMA button, located on the bottom of the selections window.

   The CMA Worksheet appears and the subject property is listed on the left side of the window.

Adjustments can be made to the comparable property by entering amounts in the fields adjacent to each listing description. As you tab to the next field, the total adjustments and adjusted price fields will fill automatically.

Changing a prospect's status

Because Market Tracking looks at your prospects that are currently “active” you may want to change the status of those clients with whom you are not actively working to ''inactive."

To do this, simply access the prospect’s file and put “No” in the Active field.

Deleting a prospect

You can delete a prospect from your system at any time.

Remember: If you are working on two separate systems, you will have to delete the prospect off both systems. This option deletes the entire prospect file, including personal information, buyer and/or seller specifications, and buyer and/or seller selected listings. Use this option very carefully.

1. From the Prospects group, select the Multiple icon.

   The Propsect dialog box appears.

2. Click the drop down box for a single prospect delete or the ellipsis for multiple prospect deletes.

3. Highlight the name of the prospect to delete if a single prospect and select OK. If deleting multiple prospects click the name of each prospect and click on SELECT for each prospect then click OK | OK

   ULTREX Sales Assistant loads this prospect's file.

4. After the prospect file appears on your screen, select the Delete icon from the ULTREX toolbar.

5. A message appears asking you to confirm your delete request. Select OK to delete the prospect or Cancel to quit.

   CAUTION: This option deletes the complete prospect file. Use this option with care!!

Selecting a prospect

There are several ways to select a prospect.

Multiple

The Multiple Prospects function allows you to view all information stored for multiple prospects.

1. Click the Prospects group button.

2. Click the Multiple icon.

   The Prospect dialog box appears. Click on the ellipsis.

3. Click on the desired prospect’s name and click Select, repeating until all desired prospects are listed on the right side of the window.

4. Click OK | OK and a Prospect File appears.

Active

The Active Prospect function allows you to view all information stored for active prospects.

1. Click the Prospects group button.
2. Click the Active icon.

   A Prospect File appears.

All

The All Prospect function allows you to view the information stored for all prospects regardless of active or inactive status.

1. Click the Prospects group button.
2. Click the All icon.
3. A Prospect File appears.

Tip:

- Use Previous and Next icons to navigate between prospects files.

Adding information using the Specifications Tab

ULTREX Sales Assistant provides two shortcuts for entering your buyer's preferences and seller's comparable criteria: Quick Specifications or Full Specifications. ULTREX Sales Assistant defaults to Quick Specifications.

1. Using your keyboard, enter your buyer's preferences or your seller's comparable criteria.
2. Select the Save icon located on the ULTREX toolbar to save your prospect's preferences/comparables.

Adding a listing from the Selections List

At any time you may add additional listing(s) to the prospect's selection list. Use the following procedure to add a listing:

1. From the Selections tab, select the Add Listings button.
2. A box appears prompting you to enter the listing number or street address of the property to add. Enter MLS Number or Address and select OK to add the listing or Cancel to quit.

Market Tracking for Buyers

What is Market Tracking for Buyers?

Buy Changes

The Buy Changes shortcut from the Market Tracking group allows you to monitor your active buyer's property selections. These property selections are found within your active buyer's folder in the Selections tab.

NOTE: the Buy Changes shortcut will search for changes in all of your active buyers' property folders.

Buyer selection changes are listed in alphabetical order according to prospect. For each prospect, the property(s) that have changed will appear along with the changes. Changes that are noted in this report are status changes and price changes. The old status/price will appear, along with the new status/price.

New Matches

New listings that match your buyer's preferences are accessed from the New Matches shortcut from the Market Tracking group. These new matches include new listings and current listings that now match the criteria of your prospects. Using your active buyers' preferences, ULTREX Sales Assistant searches the new and changed listings and provides you with the results of that search.

NOTE: The New Matches shortcut will search for changes in all of your active buyers' property records.

New matches are listed on alphabetical order according to prospect. One or more new matches may be found for each prospect. The property type, listing number, price, and address will be noted for each new match.

You may search for new matches using one or two options:

- Since Last Search which finds new matches since the last time you performed a search using the this function. *Remember: if you have not downloaded since searching with this option, no new matches will be found.*
- From MLS Date allows you to designate a specific date to search, today being the default date. If you wish to change the date, you may do so by using the scroll keys next to the date.

For more information on using these functions see:

Searching the database for buy changes

Updating prospect files with Buy Change information

Searching the database for New Matches

Updating prospect files with New Match information

Searching the database for buy changes

The Buy Changes searches for information about any listing changes that are relevant to your active buyer prospect's selections since your last download.

To search the database for buy changes:

1. Click the Market Tracking group button.
2. Click the Buy Changes icon and ULTREX automatically searches the database and displays the information.

Updating prospect files with Buy Change information

1. Search the database for buy changes as described in Searching the database for buy changes.
2. Access prospect file(s) as described in What are Prospects ?.
3. Click the Selections tab. Check marks will denote that a buy change was detected.
4. Click the check mark and a dialog box appears asking if you want to update this selection.
5. Click OK.

Searching the database for New Matches

The New Matches shows listings that fall within the search criteria selected for each of your active buyer prospects since your last search or from an MLS date that you select.

To search the database for new matches:

1. Click the Market Tracking group button.
2. Click the New Matches icon.

   The Market Data Range box appears.
3. Select Date for Search and click Search.

   ULTREX automatically searches the database and displays relevant information.

Updating prospect files with New Match information

1. Search the database for new matches as described in Searching the database for new matches.
2. Double-click on the listing you want to add so that you can view the option.
3. If you want to add it to the prospect file, click select box.

   ULTREX automatically places that listing in the Selections tab.

   If there are several listings you want to add, simply highlight the listings (they must be consecutive) and right-mouse click and select Listings|Selected (or All)|Select for Prospect.

Market Tracking for Sellers

What is Market Tracking for Sellers

Comparable Changes

The Comparables Changes shortcut from the Market Tracking group allows you to monitor your active sellers' property selections. These property selections are found in the Selections tab within your active sellers' property folder.

NOTE: The Comparable Changes shortcut searches for changes in all of your active sellers' property folders.

Comparable changes are listed in alphabetical order according to prospect. For each prospect, the property selections that have changed appear with the changes. Changes that are noted in this report are status changes and price changes. The old status or price appears, along with the new status or price.

New Comparables

New Comparables matching your active sellers' home are accessed from the New Comparables shortcut on the Market Tracking group. These new comparables include new listings and current listings that now match the criteria of your sellers. Using your active sellers' comparison criteria, ULTREX Sales Assistant searches the new and changed listings and provides you with the results of the search.

NOTE: The New Comparables shortcut searches for changes in all of your active sellers' property folders.

You may search for new matches using one or two options:

- Since Last Search which finds new matches since the last time you performed a search using the this function. *Remember: if you have not downloaded since searching with this option, no new matches will be found.*
- From MLS Date allows you to designate a specific date to search, today being the default date. If you wish to change the date, you may do so by using the scroll keys next to the date.

For more information on using these functions see:

Searching the database for Comparable Changes

Updating prospect files with Comparable Change Information

Searching the database for New Comparables

Updating prospect files with New Comparables Information

Searching the database for Comparable Changes

The Comparable Changes function searches for information about any listing changes that are relevant to your active seller prospects' selections since your last download.

To search the database for comparable changes:

1. Click the Market Tracking group button.
2. Click the Comp. Changes icon.

   ULTREX automatically searches the database and displays information.

Updating prospect files with Comparable Change Information

1. Search the database for comparable changes as described in Searching the database for Comparable Changes.
2. Access prospect file(s) as described in What are Prospects ?.
3. Click the Selections tab. Check marks will denote that a Comp. Change was detected.
4. Click the check mark. A dialog box appears asking if you want to update this selection.
5. If yes, click OK.

Searching the database for New Comparables

The New Comps shows listings that fall within the search criteria selected for each of your active seller prospects since your last search or from an MLS date you select.

To search the database for New Comps:

1. Click the Market Tracking group button.
2. Click the New Comps icon, and a Market Data Range box appears.
3. Select Date for Search and click Search.

   ULTREX automatically searches the database and displays relevant information.

Updating prospect files with New Comparables Information.

1. Search the database for comparable changes as described in Searching the database for Comparable Changes.
2. Double-click on the listing you want to add, so you can view the option.
3. If you want to add it to the prospect file, click select box.
4. ULTREX automatically places that listing on the Selections tab.

   If there are several listings you want to add, simply highlight the listings (they must be consecutive) and right-mouse click and select Listings|Selected (or All)|Select for Prospect.

Saving and Restoring Prospects

Saving prospects

The Save Prospect function allows you to save your prospect information onto a diskette. It is suggested that you do this regularly in case of data loss. Since all prospect information stays local on the computer, you will also want to save your prospects onto a diskette if you work on two separate systems.

1. Click the Utilities group button.
2. Click the Save Prospects shortcut icon.

   The Save Prospects As dialog appears.
3. Insert a diskette into your computer's disk drive, and a Save In dialog box appears.
4. Select 3½ floppy (A:) from the drop-down box.
5. Click the Save button.

   ULTREX Sales Assistant saves your prospects, preferences, comparables, and property selections onto the diskette.

Restoring prospects

The Restore Prospects function allows you to transfer your prospect information from a diskette to your hard drive.

CAUTION: This overwrites other prospect information currently contained in your hard drive. *USE THIS OPTION VERY CAREFULLY!*

1. Click Utilities group button
2. Click the Restore Prospects shortcut icon.

   The Restore Prospects From dialog box appears
3. Insert the diskette containing your prospect information into the disk drive.
4. From the Look In box, select 3½ floppy (A:) from the drop-down box.
5. Click the Open button.

   ULTREX Sales Assistant asks you to confirm your restore request. Select OK to restore or Cancel to quit.

   REMEMBER: This option will overwrite prospect information currently stored on your hard drive.

Ultrex Entry for Listing Offices

What is Entry for MLS Offices?

ULTREX is a fully distributed MLS System that is more than just another way to access MLS data. ULTREX combines MLS listing, agent, and prospect data in a tightly integrated package that helps an agent quickly close additional business. With just a few clicks of the mouse, the ULTREX equipped agent can interactively match people and properties.

The ULTREX process is more than matching, though. With ULTREX Sales Assistant, an agent can actively track each individual customer in the constantly changing real estate market. Any status or price change on homes in a prospect's selection list is instantly highlighted. New listings are checked to see if any of them match a prospect's stored preferences. ULTREX tracks and analyzes the market while the agent is serving the prospect.

The ULTREX System has been designed in close collaboration with REALTOR® associations across the nation. The result is a system that has been carefully tailored to meet the needs of MLS boards, brokers, and individual REALTORS®.

ULTREX Ô Entry

ULTREX Entry is a central, computer-based system that creates, maintains, and distributes a master copy of the MLS database. The master copy of the database is kept on a computer called the server. The server can be either local or in a remote location. If the server is local, the computer is in the MLS office. Because the server is located in the same building, the MLS staff connects directly to the server and sends data to the MLS database through a network. With a remote location, the server is not in the MLS office, but in another location, such as Technology Concepts, Inc. The MLS staff connects to the server and sends information to the MLS database using a telephone line and the ULTREX Communications software.

Five property types are currently supported in the database: Residential, Multi-Unit, Commercial, Farm, and Building Sites. Database updates and changes are distributed on demand to the ULTREX Agent program. The data entry software has extensive controls to assure that the data entered is accurate and complete. The following ULTREX Entry attributes form the foundation of the ULTREX System.

Accurate

Many MLS automation systems were designed primarily for book publishing. These systems lack the design and controls that assure accurate data. With the ULTREX System, much of the data entry is done from attribute lists that are defined by your MLS board. This not only simplifies data entry, but it also eliminates errors because of misspellings and different abbreviations.

Easily Customized

ULTREX Entry has been designed for easy modification to meet the diverse and changing needs of MLS boards. Much of the listing database is table driven. This allows the board to easily add new data categories without making expensive modifications to the software or restructuring the database. For example, an addition to the list of home styles is as easy as pressing the Add button and typing in the new name. After the change has been made in ULTREX Entry, it will be distributed to each user's ULTREX Agent program along with the listing updates.

Expandable

The ULTREX System can be economically scaled to fit the needs of an exceptionally broad range of board sizes. With a single computer and one or two phone lines, it will serve a small board of fifty members. With a network of computers, it can serve a large metropolitan area. The software is also modular so

optional functions can easily be added. A board can start with a basic system, then purchase additional capabilities as needs change and the board grows.

Affordable

ULTREX has a number of features that bring leading-edge technology within the reach of all boards, regardless of size:

ULTREX is based on technology that takes advantage of the dramatic improvements in performance and rapid price drops in the computer industry.

The expandability of the system allows a board to start small and grow without losing their initial investment and starting over.

The distributed nature of ULTREX means fewer phone lines are required to provide excellent levels of service through quick data transfers and fast data queries.

In addition to running ULTREX, the computer can also be used by the agent or office staff for other applications.

Dependable

The distributed nature of the ULTREX System makes it extremely dependable from the agent's perspective. The computer used by the agent or office has a complete MLS database that operates independently of the MLS system. If a failure in the central MLS system or phone lines temporarily prevents downloading new listings, the locally stored data can continue to be used without interruption.

Secure

Extensive data security has been built into the ULTREX System. Only those people whom the MLS board has authorized can access MLS data, and the board can revoke a user's access privileges at any time. All data is also protected by user-assigned passwords.

For more information on other ULTREX products, visit our web site at http://www.ultrex.com.

Understanding the MLS Data Structure

Understanding Data Elements

The MLS data is divided into five general categories: listing information, listing transaction information, property information, attribute information, and subscriber information.

Listing Information

The listing record contains current information about the listing (status, price, contingency, listing office, etc.) as well as a limited amount of transaction information.

Listing Transaction Information

In addition to the listing information, a transaction history table is maintained for certain types of changes. Price, status, and contingency changes, along with the dates these changes occurred, are logged in the history table.

Property Information

The property-related records contain information about the property and any structures on the property. The property-related records are maintained separately from the listing records.

Attribute Information

Each MLS board can define the allowable attributes that can be used in specifying the characteristics of listings and properties. Examples include the list of allowed home styles, school districts, regions, etc.

Subscriber Information

Information on agents and offices is maintained in the system for reference and control.

Understanding Data Operations

There are four types of operations that can be performed on the five data elements described in Understanding Data Elements.

Add

A new listing, new attribute, new member, or new office can be added to the database.

Edit

Edit refers to two functions: editing incorrect or missing data and changing the price, status, or contingency of a listing.

Accessed through the Change icon in the Listing Data group, edits can be made at anytime to existing listings to correct information or add missing data. These types of edits are not logged in the history table.

Transaction changes are made on a special tab found in the Listing Editor called the Transaction tab. Logged in the history table, these changes include price, status, contingency, and expiration date changes.

Fix

Fixes are used to modify the history table and to change critical fields in the current record. A transaction table fix modifies the transaction table to accurately reflect the true listing history. This operation is potentially hazardous to the health of the history and should only be performed by qualified personnel. Fixes to history records can only be made from the history editor.

Delete

The Delete function permanently removes a record from the database. This operation can only be performed if the record being removed is not referenced or being used elsewhere in the database.

Understanding database rules/definitions

Certain rules and definitions are imposed on the database by the ULTREX Entry software to ensure and maintain data integrity. In addition, the software is structured to allow the local MLS board to impose additional data rules. Following is a brief description of the rules/definitions:

Agents, Offices, and Agencies

Each listing is associated with an agent and an office. Only one agent and one office may be associated with a listing. ULTREX Entry does not allow associating a listing by agency alone.

Listings and Properties

ULTREX Entry separates listings from properties. A property is a physical piece of land that is identified by certain attributes. A listing is a contract to sell a particular property. A property can, over time, have multiple listings attached to it, but a listing can have only one property. A property can have only one active listing at any given time. The life of a listing is the duration of the contract, but a property can essentially live forever.

Listing Numbers

Numbers assigned by the MLS office or by a listing office (when listing upload is being used) externally identifies listings. Listing numbers must be unique across all property types, and the ULTREX Entry software does not allow a duplicate entry. The listing number is checked for uniqueness during the saving and posting process. If a duplicate is detected, the user is prompted to assign a new number.

Listing Anchor

Listings identify both the listing agent and the listing office but are anchored to the listing office. This means that when a currently listed property moves to a different office, a new listing number may be required depending on how the MLS board sets up the assigning of listing numbers.

Listing Activity Indicators

If a property that is currently Expired or Canceled-Off-Market becomes active again, it is classified as either Back-On-Market or New depending on whether the listing number has changed

Owner/Agents

The database contains a field to designate an owner/agent, which means that the owner is also a licensed real estate agent. It does not necessarily mean that the owner is also the listing agent. In addition to appearing where listing-related information is printed or displayed, the owner/agent designated is printed at the top of any listing printout where it applies.

Listing Status

ULTREX supports six listing status conditions: Active, Pending, Closed, Expired, Temporarily-Off-Market, and Canceled-Off-Market. When a listing status is changed, the change must be one of the allowed conditions listed in the table below:

	To Status					
From Status	Active	Pending	Closed	Expired	Temp Off Market	Cancel Off Market
Active		YES	NO	YES	YES	YES
Pending	YES		YES	NO	YES	YES
Closed	NO	NO		NO	NO	NO
Expired	YES	NO	NO		NO	NO
Temp Off Market	YES	NO	NO	YES		YES
Cancel Off Market	NO	NO	NO	NO	NO	

Understanding Validity Checks

When a new listing is being entered or an existing listing is being edited, the following validity checks are applied to the data:

Mandatory Fields

A bold label in the ULTREX Entry program designates required fields.

Listing Number

All listing numbers must be unique.

Current Status

Upon status change, ULTREX Entry verifies that the status change made is allowable.

Effective Date

The effective date is the day the contract was signed or the date a change took place. This date cannot be a future date.

Expiration Date

Three validity checks are placed on the expiration date: the expiration date cannot be earlier than the current expiration date, cannot be earlier than the effective date, and cannot be more months than allowable by your MLS board.

Sale Information

Sale Price, Sale Agent, Sale Office, Financing, and Sale Concession fields must be empty in an active property.

Selling Price

If selling is more than x% higher or lower than the current price, a message will appear. Your MLS board defines the percentage.

Understanding Authorization Levels

Authorization level refers to the data users can access and what they can do with the available data. ULTREX Entry supports six authorization levels. The following is a brief explanation of the six authorization levels:

Public

This authorization level will be defined at a later time. Please do not use at this time.

Assistant

This authorization level will be defined at a later time. Please do not use at this time.

Agent

Subscribers with this authorization level can download listings from the MLS server; view listing data through ULTREX Agent or Sales Assistant; access prospect and market tracking through Sales Assistant; run statistics, survey, and hot sheet reports; run an expiration report on listings owned by him/her; receive messages; view Office and Agent phone book information; view attribute information; and archive databases. Someone who has Agent authorization does not have to be a licensed real estate agent.

Broker

Subscribers with Broker access have the same access as agent level and are able to run an expiration report on all listings owned by that office.

Staff

Subscribers with Staff access have the same access as broker level and are able to change any listing in the MLS database; delete listings, fix the history of a listing; can create and send messages; enter, edit, and delete subscribers; enter and edit agents, offices, and attributes; authorize agents or brokers to enter and edit their own listing information; print listing and sold books; run an expiration report on all listing owned by the MLS; and print other MLS reports.

System Administrator

A subscriber with System Administrator level authorization can access all ULTREX system information. Currently, only Technology Concepts, Inc. can authorize an individual for the System Administrator service level.

Step-by-step procedures

Starting ULTREX Entry

1. Click the Windows Start button.
2. Select Programs | ULTREX98 | ULTREX98 Entry.
3. At the sign-in dialog, enter your User ID and Password, then click OK.

The ULTREX Entry Main Menu screen appears.

Setting up ULTREX Communications

Setting up the MLS Phonebook

Before conducting your first download, you must set up your MLS Phonebook.

To set up your MLS Phonebook:

1. From the ULTREX Menu bar, select View | ULTREX Comm.

   The Communications Main Menu appears.

2. Click the Configuration sliding menu and then click the MLS Phonebook icon to set up the phonebook.

3. When the MLS Phonebook screen appears, click Single, highlight a city, and then click OK. (if the name of your city is not in the list, pick any city from the list to edit).

4. If you get a warning message about a modem no longer installed. Click OK.

5. Fill in or edit the infomration on the phone book manager screen including the phone number of your MLS server (you can get this number from your MLS office).

6. Click the Post icon (the letter “P”) to save your selection, then click the Back icon. You are now ready to perform your first download.

For more information, see Setting up your modem properties.

Setting up your modem properties

1. Click the Windows Start button. Select Settings, then click on Control Panel.

2. Double-click the Modems icon.

3. At the Modem Properties screen, click the Dialing Properties button. The Dialing Properties screen appears.

4. Select the location name from the drop-down box, or click New to enter a new location.

5. Verify the appropriate fields.

   If you need to dial a number to access an outside line, enter the number in the Local Number field.

   If you will be dialing a long distance number to access the MLS server, enter the appropriate number in the Long Distance field.

   To disable call waiting, click the box entitled This Location… and choose the appropriate code to disable.

   Indicate whether the phone location uses tone or pulse dialing by selecting the appropriate box.

   Select Dial As Long Distance option if you will be making a long distance call from within the same area code.

6. Click OK to exit the Dialing Properties screen.

7. Click OK to exit the Modem Properties screen.

8. To exit the Control Panel screen, click File|Exit from the menu bar.

Customizing the download

Accessed from the Configuration group, Downloading Options allows you to customize your dialing options, the type and amount of data received, and the time off-market listings are kept on your system.

Re-Dial Attempts

ULTREX Communications provides the opportunity to change the number of re-dial attempts and the length of time between re-dial attempts.

To change settings:

1. From the Configuration group, select Download Options.

   The Communications Options box appears.

2. The Redial Attempts field sets the number of re-dials the ULTREX Communications attempts. The default for this field is two attempts. To change the default re-dial attempts, use the scroll keys located beside the field, or click on the entry field and enter the desired number.

3. The Time Between Attempts field sets the amount of time ULTREX Communications waits between re-dial attempts. To change the default time, use the scroll keys located beside the field or click on the entry field and enter the desired time in seconds.

To control the listing information download using the Data Tab:

1. Click Configuration in the sliding menu.

2. Click Download Options.

3. Click the Data tab. The Data Tab screen appears.

   Maximum number of pictures per listing allows the user to set the number of pictures you wish to download with each listing. To change the number of pictures, use the scroll keys located beside the field or click the entry field and enter to desired number of pictures.

   Maximum time to keep pictures allows you to set the amount of time to keep pictures for off-market listings on your system. To change the amount of time to keep off-market pictures, use the scroll keys located beside the field or click on the entry field and enter the desired time in months.

   Maximum time to keep listing data allows you to set the amount of time to keep off-market listings on your system. To change to amount of time the keep off-market listings, use the scroll keys located beside the field or click on the entry field and enter the desired time in months.

   Property Type desired allows you to designate which property types you would like to receive during the downloads. If the field is left blank, the system will download all property types. To designate specific property types, click the button at the end of the field to display the list of property types. . To designate specific property types, click the ellipsis and select the property type(s). Click **OK** to make selections, **Cancel** to quit.

   Listing Area desired allows you to designate specific listing area(s) from which you would like to receive listings. If the field is left blank, the system will download listings from all listing areas. To designate specific listing areas, click the ellipsis and select the desired listing area(s). Click **OK** to make selections, **Cancel** to quit.

4. Click the Save icon on the toolbar to save any changes.

5. Click the Main Menu icon to return to the main menu.

Performing a download

One of the most important components for successful communications is the modem. Your modem must be installed and recognized by Windows before ULTREX Communications will be able to perform a download. If you need assistance installing your modem, please refer to Windows help for more information.

Before you attempt a download, please follow the instructions for setting up your system for downloading. See Setting the MLS phonebook.

The Download shortcut from the Communicate group will connect you to your MLS server and update the database on your system.

To perform a download:

1. Select View | ULTREX Comm from the menu bar.
2. Click on the Communicate group button.
3. Click on the Download shortcut icon.

   A message box appears asking you to confirm the connection location.
4. Click Yes.

   A message box highlights each action as it occurs during the download process.
5. When complete, you can return to ULTREX Agent by selecting View | ULTREX Agent from the menu bar.

Tip:

- If your data push was unsuccessful, see Fixing an unsuccessful download/data push.

Fixing an unsuccessful download/data push

The Utilities group offers two functions that are used to correct an unsuccessful download or data push.

The Retry Update Shortcut

The Retry Update shortcut from the Utilities group becomes active only if the data push is unsuccessful. If the data push is unsuccessful, simply select the Retry Update button and ULTREX Communications attempts the data push again.

The Download Date Shortcut

The Download Date shortcut from the Utilities group allows you the option to reset your current download date to the previous download date. This function is used if some problem occurred during the download process and it was necessary to retry the download.

1. From the Utilities group, select the Download Date shortcut.

   A message box appears asking you to confirm your desire to reset the download date. This message box displays your last download, along with the previous download date.
2. Select Yes to continue and repeat the download process, or No to quit.

Working with Listing Information

Entering a new listing

1. Click the Listing Data group button.
2. Click the New shortcut icon.

   The Listing Editor appears.
3. Select the property type of the listing by clicking the box to the left of the appropriate property type. ULTREX allows multiple property types. Simply click all appropriate property types.
4. Click in the Listing Number field and begin entering listing information. If your board has selected the auto listing number option, the Listing Number field on the Entry form will be blank and ULTREX will automatically place "AutoNum" in the Listing Number field. The listing number is assigned after the listing is posted. See instructions below for entering information when a single select box appears, a multiple select box appears or when you need to enter information into a grid.
5. Click the next tab to continue to enter listing information.
6. When all information has been entered, click the Save icon.

   If your server is off-site, information will be sent to the MLS Office during Listing Upload.

   If your server is on-site, you can post the listing to the server immediately by clicking the Post icon after saving or you can post several items at once by saving information into the pool and then selecting Post from the Posting Pool. **Note**: This function is for the MLS office only.

To enter information in a single select box:

1. Click the ellipsis.

   A single select box appears.
2. Click on the information you want to select.
3. Click OK.

To enter information in a multiple selection box:

1. Click the ellipsis.

   A multiple selection box appears.
2. Click on one piece of information and click Select, repeating until all desired information is on the right side of the window. To remove information, click on it, then click Remove.
3. Click OK.

To enter information into a grid:

1. Click the first field of the grid to activate the cursor.
2. Click the ellipsis and select information.
3. Tab to the next field, and enter additional information.

When entering information into the Room Grid, the Floor and Room fields are required and contain a single select box. The Size field is not required, but it is important to note that dimensions needed to be rounded to the nearest foot and a lowercase "x" should be used between measurements. For example, 12x12.

Tips:

- Bold labels indicate fields that must contain information prior to saving the listing.
- Press the Tab key on your keyboard to move to the next field.
- A box with three dots, referred to as an ellipsis, located at the end of a field, indicates a predefined attribute list exists for that field. The information for selection is presented in either a single select box or a multiple selection box.

What is an auto listing number

Compared to the listing number, which is manually assigned and entered, an auto listing number is assigned by the ULTREX system. With auto listing numbers, you don't need to enter listing numbers in the Entry form.

The auto listing number consists of a prefix and a sequence number. The full auto listing number is seven digits. The prefix is one or two characters (alpha or numeric). A one-character prefix provides six digits for the sequence number, and a two-character prefix provides for a five-digit sequence number.

The system administrator and the MLS staff have the authority to create prefixes. Since the prefix can be defined at the board level, this allows boards to group listings (e.g., by year).

The sequence number is numeric. It is generated by the ULTREX program and is assigned in ascending order beginning with the next lowest available number. The sequence number is fully padded with zeros. A one-digit prefix will allow 1million listing numbers per prefix and a two-digit prefix will allow 100,000 listing numbers per prefix. For example, if ML is chosen as the prefix, there are 100,000 listing numbers available from ML00000 to ML99999.

For more information see:

How does an auto listing number work?

How does an auto listing number work?

The auto number option can easily be turned on and off by the system administrator. On the System tab of the Association Edit form, there is a Boolean field "AutoNum (Yes/No)" which is for turning on or off the auto listing number option. It is downloadable.

The MLS Staff or the System Administrator assigns the current prefix for auto listing number, which is located on the association tab. The prefix is downloadable.

When the auto number option is on, in the entry form, the listing number field is "grayed out". The user doesn't need to enter a listing number here. When the other information of a listing is entered and saved the listing will get a temporary listing number labeled "AutoNum".

After the listing is posted, the auto listing number is assigned to the listing, for example, ML00789.

If the user does a posting from the Posting Pool, when posting is successful, the user (MLS Office or Broker loader) can look at the summary information on the Test Results tab, which contains a list of the listings posted by listing number and address.

In addition, a text file containing the summary information, named TestResult.txt is located under the directory C:\Windows\Temp. The user can open and print this file using Notepad or other text editor.

Adding a picture to a listing

NOTE: Picture files must be in a graphic type such as .jpg, or.bmp.

1. Click Listing Data from the sliding menu bar.
2. Click the Change shortcut icon.
3. Enter MLS number(s) of listing(s).
4. Click the Picture tab.
5. Click Add New.
6. Select directory where the picture file exists and click the filename of the picture.
7. Click Open and the picture appears.

   ULTREX automatically assigns the picture a sequence number and picture number one will be the main picture used throughout ULTREX.
8. Enter description in the Description field, if desired.
9. Click the Save icon.

If your server is off-site, information will be sent to the MLS Office during Listing Upload.

If your server is on-site, You can post the listing to the server immediately by clicking the Post icon after saving, or you can post several items at once by saving information into the pool and then selecting Post from the Posting Pool. **NOTE**: This function is for the MLS office only.

Changing Listing Information

Understanding the Change function

During the course of a listing's history, it may be necessary to make corrections to a listing, additions to a listing, and reflect normal changes in a listing's status, price, or contingency. This type of listing maintenance is done through Change, found within the Listing Data group. Within Change, there are two types of functions that are used for listing changes: edits and transaction changes. Understanding the fundamental difference between these two functions is essential to ensure listing information accuracy.

The options available for Change are:

Editing a listing

Making a status change

Adding pictures to an existing listing

Replacing an existing picture

What is an Edit?

An edit to a listing refers to the act of either modifying incorrect information or entering additional information to the listing. Some examples include adding comments, augmenting an amenities list, or correcting a street address. Edits to a listing can be made at any time during a listing's history with users receiving updated listing information during their download. You will notice that there are a number of fields that are unavailable for editing through the Listing Editor. These fields contain important history information that is modified during a transaction change.

What is a Status Change?

A status change is a modification to a listing's current price, status, contingency, or expiration date and is commonly generated from a change form. All status changes are logged in the history table creating both the listing history and the basis for statistical information generated from the ULTREX System. Because it is vital that transaction data is entered accurately, all status changes in ULTREX are performed using a special tab found with the Listing Editor entitled the Transaction tab. The Transaction tab provides the only access to the fields needing modification for transactions and runs strict validity checks on the entered information to assure correctness.

Editing a Listing

Once a listing has been posted to the server, there is information that can only be edited or changed by your MLS Office Staff or Technology Concepts. Changes that must be called into the MLS Office include: Room Grid Information, Amenities, Finance Information, Pictures, and Grid Information found in Multi-Unit and Farm. You can add information to what has already been posted, but you cannot delete the originally posted information.

1. Click Listing Data from the sliding menu.
2. Click the Change shortcut icon.
3. Enter the MLS number or address of the listing to be edited.
4. Click OK.

   The Listing Editor appears.
5. Click in field(s) containing information you want to edit and make changes.
6. Click the Save icon.

   If your server is off-site, information will be sent to the MLS Office during Listing Upload.

   If your server is on-site, You can post the listing to the server immediately by clicking the Post icon after saving, or you can post several items at once by saving information into the pool and then selecting Post from the Posting Pool. **NOTE**: This function is available at the MLS Office only.

Entering a price change

1. Click Listing Data from the sliding menu bar.
2. Click the Change shortcut icon.
3. Enter the MLS number or address of the listing to be edited.
4. Click OK.

5. When the Listing Editor appears, click the Transaction tab.
6. Enter new price in the Listing Price field.
7. Tab and ULTREX automatically enters the current date as the effective date. If desired, enter a different date in the Effective Date field.
8. Click Save.

   If your server is off-site, information will be sent to the MLS Office during Listing Upload.

   If your server is on-site, You can post the listing to the server immediately by clicking the Post icon after saving, or you can post several items at once by saving information into the pool and then selecting Post from the Posting Pool.

Entering a contingency change

1. Click Listing Data from the sliding menu bar.
2. Click the Change shortcut icon.
3. Enter the MLS number or address of the listing to be edited.
4. Click OK.
5. When the Listing Editor appears, click the Transaction tab.
6. Enter the new contingency in the Contingency field.
7. Tab and ULTREX automatically enters the current date as the effective date. If desired, enter a different date in the Effective Date field.
8. Click Save.

   If your server is off-site, information will be sent to the MLS Office during Listing Upload.

   If your server is on-site, You can post the listing to the server immediately by clicking the Post icon after saving, or you can post several items at once by saving information into the pool and then selecting Post from the Posting Pool.

Entering a status change

ULTREX supports six listing status conditions:

- Active
- Pending
- Closed
- Expired
- Temporarily-Off-Market
- Cancel-Off-Market

When a listing status is changed, the change must be one of the allowed conditions listed below:

	To Status					
From Status	Active	Pending	Closed	Expired	Temp Off Market	Cancel Off Market
Active		YES	NO	YES	YES	YES
Pending	YES		YES	NO	YES	YES
Closed	NO	NO		NO	NO	NO
Expired	YES	NO	NO		NO	NO
Temp Off Market	YES	NO	NO	YES		YES
Cancel Off Market	NO	NO	NO	NO	NO	

There are cases where a status change to a listing must occur on the same day, ULTREX automatically enters the date and time-stamp, so edit with caution.

For more information, see:

Working with Off-Market status changes

Working with On-Market status changes

Adding pictures to an existing listing

1. Click Listing Data on the sliding menu.
2. Click the Change shortcut icon.
3. Enter the MLS number(s) of the listing(s).
4. Click the Picture tab.
5. Click Add New.
6. Select the directory where the picture file exists and click the filename of the picture.
7. Click Open.

   The picture appears. ULTREX automatically assigns the picture a sequence number and picture number one will be the main picture used throughout ULTREX.
8. Enter description in the Description field, if desired.
9. Click the Save icon. Information will be sent to the MLS Office during listing upload.

Replacing an existing picture

1. Click Listing Data on the sliding menu.
2. Select Change.
3. Enter the listing number for each listing.
4. Click OK.

5. Select the Picture tab. If there are multiple pictures, use the scroll bar located below the lower right corner of the picture to locate the picture to replace.

6. Click the Replace button.

   A dialog box appears prompting you to locate the directory where the picture file is found.

7. Click the arrow in the Look In box and locate the directory.

8. After locating the directory, select the picture file by single clicking the name of the file.

9. Click the Open button.

   ULTREX replaces the existing picture with the new selected image.

   Comments may be added in the DESCRIPTION field.

10. Select the Save icon from the toolbar.

    We recommend deleting the original picture file. After the picture has been saved, a message will appear giving you the option to delete the original picture file. Click Yes to delete, No to keep the picture file.

NOTE: If making edits to multiple pictures in the same listing, it is necessary to save and post the listing between each edit. For example, if you are replacing two pictures, save and post the first picture before replacing the second picture.

Working with the Posting Pool

Understanding the Posting Pool

The Posting Pool is a temporary holding area for all information being entered or changed. Information remains there until it is posted or uploaded to the MLS database. For local servers, posting from the Posting Pool allows for multiple records to be sent to the MLS database at one time. Information that goes into the Posting Pool includes new and modified listing information, as well as any data entered using the various managers found throughout ULTREX Entry. While information resides in the Posting Pool, any number of simple edits can be made without affecting the MLS database or the transaction history table. During posting, information is sent from the pool to the server, permanently updating the MLS database. If applicable, the history table is also updated at this time.

How Does Information Get to the Posting Pool?

When you save any information using the Save icon found on the toolbar, ULTREX automatically places the data into the Posting Pool. If a listing is currently in the Posting Pool, **Data from the pool** appears with the listing in the Listing Editor.

How Is Pool Information Sent to the MLS Database?

Because an MLS server can be located either in the MLS office or in a remote location, information in the Posting Pool gets to the MLS database in two different ways. **For a local server**, information is posted directly to the MLS database. To send the listings to the MLS database, the user will enter the Posting Pool, mark the listings to post, and click the Post icon on the toolbar. These listings are sent directly to the MLS database. **For a remote server**, information in the Posting Pool is sent to the MLS database during a listing upload. To send the listings to the MLS database, the user will enter ULTREX Communications and perform a listing upload. The listings in the Posting Pool will be uploaded to the MLS database.

Options available in the Posting Pool:

Viewing or Editing from the Posting Pool

Posting a single listing

Posting multiple listings

Performing a test post

Editing listing data from within the Posting Pool

1. Click Listing Data from the sliding menu.
2. Click the Posting Pool shortcut icon.
3. Highlight the listing you want to edit.
4. Right-click on the listing you highlighted and select Edit.
5. When the listing data appears, make the appropriate edits.
6. Click Save.

Printing listing data from within the Posting Pool

1. Click Listing Data from the sliding menu bar.
2. Click the Posting Pool shortcut icon.
3. Highlight the listing(s).
4. Click the Print button.

Posting a single listing from the Posting Pool (if server is at MLS Office Only)

If your server is on-site, you can perform this action.

1. Click Listing Data from the sliding menu.
2. Select Posting Pool.

   The posting pool appears, allowing you to select those listings you wish to post.

3. To mark individual listings to post, double-click in the Post column.

OR

1. Single-click on the listing to post and right mouse click.
2. Select the Mark to Post option. This marks the selected listing for posting.
3. A “Yes” appears on your screen if the listing has been correctly marked for posting.
4. Select the Post icon from the toolbar. The listing you have selected for posting is sent to the main database. At this point, ULTREX Entry runs validity checks on the data that has been entered.

   If invalid data is detected, you receive an error message indicating the problem. Click the OK button to clear the message. ULTREX places you directly in the field that needs modification.

Posting multiple listings from the Posting Pool

If your server is on-site, you can perform this action.

If your server is off-site, everything in the pool will be posted when you click the Upload icon.

1. Click Listing Data from the sliding menu.
2. Select Posting Pool.

   The posting pool appears, allowing you to select those listings you wish to post.
3. To mark all listings to post, select the first listing to post and, while holding down the SHIFT key, select the last listing to post. This highlights all listings in between.
4. When the listings have been highlighted, right mouse click. Select the Mark to post option. This marks all selected listings for posting. NOTE: You can also remove the posting notation by selecting the Mark Not to Post option.

   Select the Post icon from the toolbar. The listings you have selected for posting are sent to the main database.

Performing a test post

The Test Post simulates a post to the MLS server and can be performed either prior to an initial posting or after a posting has failed.

1. Click Listing Data from the sliding menu.
2. Click the Posting Pool shortcut icon.
3. Click the Test Post Results tab.
4. Click the Test Post button.

   ULTREX simulates a post and returns a message for each listing indicating the test post result.

Working with the Picture Gallery

Understanding the Picture Gallery

With a few clicks of the mouse, the Picture Gallery matches a picture to its corresponding listing via MLS number. ULTREX offers this utility as another option for adding pictures to listings and can be useful

when it is necessary to match a number of pictures to listings. Following is a brief explanation of how the Picture Gallery works.

The Picture Gallery looks at the graphic files that have been placed in the C:\Program Files\ULTREX98\Databases\Gallery directory and compares them with listings residing in the MLS database. It doesn't matter to ULTREX if the images come from a scanner, digital camera, or some other source, but the images must be in the Gallery subdirectory. We recommend graphic images be in the JPEG (.jpg) format. In addition, the file name must be the same as the MLS number of the corresponding listing.

After reviewing the graphic files, ULTREX returns two lists: pictures without a matching listing and pictures with a matching listing. Options become available to overwrite existing pictures, delete the original picture file, and to define the maximum number of pictures allowed for each listing. After defining save options and clicking the Save icon on the toolbar, the ULTREX saves the pictures with the corresponding listings and sends them to the Posting Pool. Listings and pictures are then sent to the MLS database during the posting process.

For more information, see Matching pictures with a listing.

Matching pictures with a listing

Before performing this function, save your pictures to C:\Program Files\ULTREX\Databases\Gallery.

1. Click Listing Data from the sliding menu.
2. Click the Picture Gallery shortcut icon.
3. At the Picture Poster screen, click the Review Pictures button.

   NOTE: Click the Use Last as Seq. box if the last number of the picture file name is a sequence number.

   ULTREX searches the Gallery directory and return two lists: Pictures with a matching listing and Pictures without a matching listing.
4. Select desired posting options as described below:
5. Click the Delete Pictures After Post box to automatically delete the picture file after posting.
6. Click the Overwrite Existing box to replace the current picture(s).
7. To designate a specific number of pictures per listing, enter the number in the Maximum field.
8. Click Save.

   Pictures are saved with their matching picture to the Posting Pool.

   If your server is off-site, information will be sent to the MLS Office during Listing Upload.

   If your server is on-site, You can post the listing to the server immediately by clicking the Post icon after saving, or you can post several items at once by saving information into the pool and then selecting Post from the Posting Pool.

Working with the Listing Lookup

Looking up a listing

With the Listing Lookup function, you may search for any listing using either full/partial MLS number or full/partial street address. Listings found using Listing Lookup are available for viewing only; no editing can be performed on the listings.

1. Click Listing Data group button.
2. Click the Listing Lookup shortcut icon.

   A dialog box appears allowing you to search listings by listing number or address.

To Search Using MLS Number

1. Enter the full or partial MLS number in the Search for Listing Numbers field and press the Tab key on your keyboard. Repeat until all listing numbers have been entered.
2. Select Active/Pending, if desired.
3. Click OK.

   ULTREX automatically displays the listings. The number of listings found is displayed in the lower left corner of the status bar.

To Search Using Full or Partial Street Address

1. Click in the Number field in the Search for Address section of the Select Listings dialog box.
2. Enter house number (if known, or enter partial number) and press the TAB key on your keyboard.
3. Enter Compass Point, if desired, and press the Tab key on your keyboard.
4. Enter the full or partial Street Name in the Street field.
5. Select Active/Pending, if desired.
6. Click OK.

   ULTREX displays listings that most closely match the address. The number of listings found is displayed in the lower left corner of the status bar.

Tips:

- Partial listing numbers may be entered and ULTREX Entry will search for possible matches
- Use the Previous and Next icons located on the toolbar to navigate between listings.

Working with a History Lookup

Understanding History Lookups

Changes made through the Transaction tab in the Listing Editor are logged in the history table and make up a listing's history. It is possible to view a history for a specific listing by using the History Lookup utility.

NOTE: the current listing number, not the property address or other property identifier anchors the listing history.

When a listing is accessed via History Lookup, a grid displays showing a history for the property:

When errors exist in a listing history, it is necessary to edit the history of a listing. History changes cannot be made through the History Lookup function. See Fix History for specific instructions on how to fix the history of a listing.

Looking up listing history

Looking up listing history

This function allows you to view the history of a listing using either the MLS number or the street address.

1. Click the Listing Data group button.
2. Click the History Lookup shortcut icon.

   A dialog box appears allowing you to search listings by listing number or address.

To Search Using MLS Number

1. Enter the full or partial MLS number in the Search for Listing Numbers field and press the Tab key on your keyboard. Repeat until all listing numbers have been entered.
2. Select Active/Pending, if desired.
3. Click OK.

ULTREX automatically displays the listings. The number of listings found is displayed in the lower left corner of the status bar.

To Search Using Full or Partial Street Address

1. Click in the Number field in the Search for Address section of the Select Listings dialog box.
2. Enter house number (if known, or enter partial number) and press the TAB key on your keyboard.
3. Enter Compass Point, if desired, and press the Tab key on you keyboard.
4. Enter the full or partial Street Name in the Street field.
5. Select Active/Pending, if desired.
6. Click OK.

   ULTREX displays listings that most closely match the address. The number of listings found is displayed in the lower left corner of the status bar.

Tips:

- Partial listing numbers may be entered and ULTREX Entry will search for possible matches
- Use the Previous and Next icons located on the toolbar to navigate between listings.

Understanding Messages

Viewing Messages

1. Click the Participants group button.
2. Click the Messages shortcut icon.

   The Messages box appears.
3. Highlight the message you wish to view, and click the View tab.

Tip:

- If there is more than one message, the Previous and Next icons are activated allowing you to page through all messages.

Deleting Messages

1. Highlight or view the message you wish to delete.
2. Click the Delete icon on the toolbar. ULTREX asks you to verify your delete request. Click OK to delete the message.

Understanding Agent Information

Accessing information about an agent

The Agents function gives you quick access to information about agents.

To access information about an agent:

1. Click the Participants group button.
2. Click the Agent shortcut icon.
3. Select one of three options

   Single – to access information about a single office

   Multiple – to access information about multiple offices

   Search – to search for information about an office

To access information about a Single Agent:

1. Click the ellipsis to the right side of the Single field.

   A selection box appears.

2. Click the Agent name for which you want to view information.

3. Click OK.

   Information about that agent appears.

4. Click the Agent Cont. tab for more information.

To access information about Multiple Agents:

1. Click the ellipsis to the right of the Multiple field.

   A multiple selections box appears.

2. Click the name of the Agent for which you want to view information.

3. Click Select. Repeat steps 1 and 2 until all Offices you want to view are listed on the right side of the Agent Selection box.

4. Click OK.

   Information about these agents appears.

5. Click the Office Cont. tab for more information.

Tip:

- Use the Previous and Next icons located on the toolbar to navigate between Agent Information.

Understanding Office Information

Accessing information about an office

The Office function gives you quick access to information about offices.

To access information about an office:

1. Click the Information group button.

2. Click the Offices shortcut icon.

3. Select of the three options.

   Single – to access information about a single office

   Multiple – to access information about multiple offices

   Search – to search for information about an office

To access information about a Single Office:

1. Click the ellipsis to the right side of the Single field.
2. A selection box appears.
3. Click the Office name for which you want to view information.
4. Click OK.

   Information about that office appears.
5. Click the Office Cont. tab for more information.

To access information about Multiple Offices:

1. Click the ellipsis to the right of the Multiple field.

   A multiple selections box appears.
2. Click the name of the Office for which you want to view information.
3. Click Select. Repeat steps 1 and 2 until all Offices you want to view are listed on the right side of the Selections box.
4. Click OK.

   Information about these offices appears.
5. Click the Office Cont. tab for more information.

Tip:

- Use the Previous and Next icons located on the toolbar to navigate between Offices.

Working with Archives

Archiving data

Maintaining a current back-up copy of the MLS databases is vital in the event that something happens to the main copies of the database. We recommend weekly archiving of the databases if the hard drive on your machine has ample space for back up copies of the databases.

1. Click System from the sliding menu bar.
2. Click the Archive icon.
3. Select the following databases to archive: Property, Picture, and Attributes.
4. In the Archive Database(s) to section, select location to create back-up.
5. Click Archive from the Tasks section.
6. Click the Run Tasks button.

Repairing databases

1. Click System from the sliding menu.
2. Select Archive.

   The Archive Databases screen appears.
3. Select the databases to repair by single clicking the box next to the database name. A "✓" will appear if a database has been selected.
4. In the Tasks section, click the box next to Repair.
5. Click the Run Task(s) button. ULTREX repairs the selected databases.
6. Click the Main Menu icon to return to the main menu.

Compressing your database

1. Select the following from the menu bar:

   Tools | Archive

   The Archive Databases screen appears.

   Recommendation: Select the Property, Picture, Attribute, and Work databases to compress. Select the databases to compress by single clicking the box next to the database name. A "✓" will appear if a database has been selected.
2. In the Tasks section, click the box next to Compress.
3. Click the Run Tasks(s) button. ULTREX compresses the selected databases.
4. Click the Main Menu icon to return to the main menu.

Tip:

- It is possible to perform an archive, repair, and compress at one time. After selecting the databases, simply check the boxes next to Archive, Repair, and Compress then click the Run Task(s) button.

Deep repairing your databases

1. Select the following from the menu bar:

   Tools | Archive

   The Archive Databases screen appears.
2. Select the databases to deep repair by clicking the box next to the database name. A check mark appears if a database has been selected.
3. From the Tasks section, click the box next to Deep Repair.
4. Click the Run Task(s) button. ULTREX deep repairs the selected databases.
5. Click the Main Menu icon to return to the main menu.

Restoring your databases from backup

1. Select the following from the menu bar:

   Tools | Archive

   The Archive Databases screen appears.

2. From the Tasks section, click the box next to Restore From Backup.

   NOTE: ULTREX restores the databases found in the directory listed in the Archive Database(s) to: box.

   A message box appears asking you to confirm the restore request.

3. Click Yes to restore, No to cancel.

4. Click the Main Menu icon to return to the main menu.

Trimming the database

NOTE: Once the database is trimmed, the information is permanently removed. Please use with caution!

1. Click System from the sliding menu.

2. Select Archive.

3. At the Archive Databases screen, locate the Trim button.

4. Enter the number of months for off-market listings in the box next to the Trim button.

5. Click the Make Installation button. ULTREX trims the database.

6. Click the Main Menu icon to return to the main menu.

Working with Ultrex Tools

Ultrex Options

What are the ULTREX Options?

From the menu bar of the Main Menu screen, the Tools|Options function allows you to select program flow options, database files, and pool files. Normally, these are set during the initial program set-up and remain the same. Program flow options refer to the way ULTREX works on your specific system. You may choose how to view both your information and your errors. The Database Files and Pool Files tabs allow you to point your ULTREX program to the necessary directories.

The options you have are:

Changing the Selections View

Changing the Default Search View

Changing the Validity Check Message Display

Viewing Progress Indicators

Changing the Main Menu Background

Changing the Presentation File Location

Changing Database File locations

Changing the Selections View

ULTREX offers numerous options for viewing MLS data. From Tools|Options you can designate which view displays for each of the three view buttons found on the toolbar and Listing Lookup.

1. Select Tools|Options from the menu bar. The ULTREX Options screen appears.
2. In the Selections View section, click the ellipsis of the view you wish to modify.

   A single selection box displays all view options. Point to the desired selection and single click.
3. Click the OK button to select.
4. Click the Main Menu icon to exit.

Viewing Progress Indicators

The status bar found at the bottom of the ULTREX screen always indicates the status of the function being performed. In addition to the status bar, ULTREX offers an option to display progress indicators during certain functions such as printing and exporting. The progress indicators are message boxes with a bar that indicates the progress of the utility being performed. NOTE: Displaying the progress indicators can slow down the performance of ULTREX.

1. Select Tools | Options from the menu bar.
2. From the ULTREX Options screen, select the desired progress indicators option from the View Progress Indications section.
3. Click the Main Menu icon to exit ULTREX options.

Changing the Default Search View

Using the General Search option, you can search for properties using very specific definitions. ULTREX offers two search options: Quick Specifications or Full Specifications. Quick Specifications contains the most common search items on one tab. The Full Specifications features all possible search fields organized onto various tabs.

To change your default search view:

1. From the menu bar, select Tools | Options.

   The Program Flow tab appears. Choose desired search option from the Query View section.
2. Click the Main Menu icon to exit options.

Changing Database File locations

The Database Files tab on the ULTREX Options screen allows you to set the database file locations for your system. The installation process automatically sets the location of the data files to *C:\ Program Files\ULTREX98\Databases* directory on your computer. If you are on a network, you may want to change the location of certain files to point to your network's server.

NOTE: We recommend changing your database file locations only if you have a network server. PLEASE USE WITH CAUTION!

1. Select Tools|Options from the menu bar.

2. At the ULTREX Options screen, click the Database Files tab.

   The three file locations to change are Picture (Picture.mdb), Properties (Home.mdb), and Attributes (Attr.mdb) files. Click the ellipsis at the end of each of those fields.

3. Select the new file location.

   Example: *X*\Program Files\ULTREX98\Databases____.mdb *(X = your network server).*

4. Click the Open button.

5. Click the Main Menu icon to exit.

   NOTE: In order for ULTREX to accept the new database locations, you must close and restart the application.

Changing the Validity Check Message Display

The Check Entry section allows you to choose when you would like validity check messages to display. *Show error on keystroke* displays a message when invalid data is detected. *Show error on save* displays a message during the save process if invalid data is detected.

1. Select Tools | Options from the Menu bar.

2. In the Check Entry section, select the desired option.

3. Click the Main Menu icon to exit.

Agent Tools

Calculating a mortgage

The Mortgage Calculator allows you to estimate the monthly payment for a property. Direct your prospect to their lender for the actual mortgage payment.

1. Select the following from the ULTREX menu bar:

   Tools | Agent Tools | Mortgage Aid | Mortgage Calculator

   The Mortgage Calculator appears.

2. Enter requested information.

   Use the TAB key on the keyboard to move to the next field.

   After data has been entered, click the Calc button. ULTREX calculates the payment.

3. Click to access the Microsoft Calculator

   The bottom three fields display the results of the mortgage calculation.

4. Click the Main Menu icon to exit the Mortgage Calculator.

Finding loan rates

This may or may not be activated by your MLS. Please contact your local MLS office with any questions.

1. Select the following from the ULTREX menu bar:

   Tools | Agent Tools | Mortgage Aid | Loan Rates

   The Loan Data Manager appears.

2. Select Single, Multiple, or Search.

   Based on your selection above, the following appears on your screen:

   Single: A single select box appears. Single click the selection to view and click OK. Information displays.

   Multiple: A multiple selection box appears. Select records to view and click OK. Information displays.

   Search: The Loan Data Search appears.

3. Enter search criteria.

4. Select the Search Results icon.

5. Select the Full View icon to view search results.

   Information that meets your search criteria appears on your screen.

6. Click the Main Menu icon to return to the main menu.

Qualifying a Prospect

The Prospect Qualification function estimates the maximum purchase amount for a prospect.

REMEMBER: The result of the Prospect Qualification does not guarantee the prospect will qualify for the same amount when applying for a mortgage. Please direct your prospect to their mortgage provider for an actual qualification.

1. Select the following from the ULTREX menu bar:

   Tools | Agent Tools | Prospect Analysis | Prospect Qualification

   The Prospect Qualification screen appears.

The fields that appear are defined below:

ANNUAL INCOME	Total income
ANNUAL ADJUST	Amount of long term commitment payments, i.e. student loans
ADJUSTED INCOME	Annual Income - Annual Adjust (system generates automatically)
QUALIFY PERCENTAGE	Percentage of income that can be applied to a mortgage
QUALIFIED	Amount of mortgage (system generates automatically)
TAXES	Monthly and/or yearly property tax amount
INSURANCE	Monthly and/or yearly insurance premium amount
MORTGAGE, TAXES, AND INTEREST	Monthly and/or yearly mortgage payment (system generates automatically)
DOWN PAYMENT	Down payment amount based on displayed percentage
HOME LOAN	Amount of home loan
QUALIFIED HOME COST	Maximum amount for which a prospect qualifies

2. Enter information. Use the Tab key on your keyboard to move to the next field. As you leave a field, calculations appear in the yellow fields.

3. Select the length of loan in the Loan Years box.

4. Adjust the percentage of down payment by using the arrows found at the end of the field or by clicking in the field and typing the new percentage.

5. Adjust the loan rate percentage by using the arrows found at the end of the field or by clicking in the field and typing the new percentage.

   ULTREX automatically displays the maximum price the prospect hypothetically qualifies for in the QUALIFIED HOME COST field.

6. Click the Main Menu icon to return to the main menu.

Ultrex Entry for MLS Offices

What is Entry for MLS Offices?

ULTREX is a fully distributed MLS System that is more than just another way to access MLS data. ULTREX combines MLS listing, agent, and prospect data in a tightly integrated package that helps an agent quickly close additional business. With just a few clicks of the mouse, the ULTREX equipped agent can interactively match people and properties.

The ULTREX process is more than matching, though. With ULTREX Sales Assistant, an agent can actively track each individual customer in the constantly changing real estate market. Any status or price change on homes in a prospect's selection list is instantly highlighted. New listings are checked to see if any of them match a prospect's stored preferences. ULTREX tracks and analyzes the market while the agent is serving the prospect.

The ULTREX System has been designed in close collaboration with REALTOR® associations across the nation. The result is a system that has been carefully tailored to meet the needs of MLS boards, brokers, and individual REALTORS®.

ULTREX Ô Entry

ULTREX Entry is a central, computer-based system that creates, maintains, and distributes a master copy of the MLS database. The master copy of the database is kept on a computer called the server. The server can be either local or in a remote location. If the server is local, the computer is in the MLS office. Because the server is located in the same building, the MLS staff connects directly to the server and sends data to the MLS database through a network. With a remote location, the server is not in the MLS office, but in another location, such as Technology Concepts, Inc. The MLS staff connects to the server and sends information to the MLS database using a telephone line and the ULTREX Communications software.

Five property types are currently supported in the database: Residential, Multi-Unit, Commercial, Farm, and Building Sites. Database updates and changes are distributed on demand to the ULTREX Agent program. The data entry software has extensive controls to assure that the data entered is accurate and complete. The following ULTREX Entry attributes form the foundation of the ULTREX System.

Accurate

Many MLS automation systems were designed primarily for book publishing. These systems lack the design and controls that assure accurate data. With the ULTREX System, much of the data entry is done from attribute lists that are defined by your MLS board. This not only simplifies data entry, but it also eliminates errors because of misspellings and different abbreviations.

Easily Customized

ULTREX Entry has been designed for easy modification to meet the diverse and changing needs of MLS boards. Much of the listing database is table driven. This allows the board to easily add new data categories without making expensive modifications to the software or restructuring the database. For example, an addition to the list of home styles is as easy as pressing the Add button and typing in the new name. After the change has been made in ULTREX Entry, it will be distributed to each user's ULTREX Agent program along with the listing updates.

Expandable

The ULTREX System can be economically scaled to fit the needs of an exceptionally broad range of board sizes. With a single computer and one or two phone lines, it will serve a small board of fifty members. With a network of computers, it can serve a large metropolitan area. The software is also modular so

optional functions can easily be added. A board can start with a basic system, then purchase additional capabilities as needs change and the board grows.

Affordable

ULTREX has a number of features that bring leading-edge technology within the reach of all boards, regardless of size:

ULTREX is based on technology that takes advantage of the dramatic improvements in performance and rapid price drops in the computer industry.

The expandability of the system allows a board to start small and grow without losing their initial investment and starting over.

The distributed nature of ULTREX means fewer phone lines are required to provide excellent levels of service through quick data transfers and fast data queries.

In addition to running ULTREX, the computer can also be used by the agent or office staff for other applications.

Dependable

The distributed nature of the ULTREX System makes it extremely dependable from the agent's perspective. The computer used by the agent or office has a complete MLS database that operates independently of the MLS system. If a failure in the central MLS system or phone lines temporarily prevents downloading new listings, the locally stored data can continue to be used without interruption.

Secure

Extensive data security has been built into the ULTREX System. Only those people whom the MLS board has authorized can access MLS data, and the board can revoke a user's access privileges at any time. All data is also protected by user-assigned passwords.

For more information on other ULTREX products, visit our web site at http://www.ultrex.com.

Step-by-step procedures

Starting ULTREX Entry

1. Click the Windows Start button.
2. Select Programs | ULTREX98 | ULTREX98 Entry.
3. At the sign-in dialog, enter your User ID and Password, then click OK.

   The ULTREX Entry Main Menu screen appears.

Changing your password

NOTE: Password changes must be made by users with Staff* or System Administrator authorization level. Please contact Technology Concepts, Inc. if you have questions.

**If your server is off-site you cannot perform this task even with Staff authority.*

1. Click Participants from the sliding menu.
2. Click Subscribers.

   The Subscriber Manager appears.
3. Select Single, Multiple, or Search. Based on your selection, the following appears on your screen:

   Single: A single select box appears. Single-click the selection to view and click OK.

   Multiple: A multiple selection box appears. Select records to view and click OK. Information displays.

   Search: The Subscriber Search screen appears. Enter search criteria. Select the Search Results icon. Select the Full View icon to view search results and the information that meets your search criteria appears on your screen.
4. Change your password.
5. When you have completed the entry, click the Save icon, and then click the Post icon.

Understanding the MLS Data Structure

Understanding Data Elements

The MLS data is divided into five general categories: listing information, listing transaction information, property information, attribute information, and subscriber information.

Listing Information

The listing record contains current information about the listing (status, price, contingency, listing office, etc.) as well as a limited amount of transaction information.

Listing Transaction Information

In addition to the listing information, a transaction history table is maintained for certain types of changes. Price, status, and contingency changes, along with the dates these changes occurred, are logged in the history table.

Property Information

The property-related records contain information about the property and any structures on the property. The property-related records are maintained separately from the listing records.

Attribute Information

Each MLS board can define the allowable attributes that can be used in specifying the characteristics of listings and properties. Examples include the list of allowed home styles, school districts, regions, etc.

Subscriber Information

Information on agents and offices is maintained in the system for reference and control.

Understanding Data Operations

There are four types of operations that can be performed on the five data elements described in Understanding Data Elements.

Add

A new listing, new attribute, new member, or new office can be added to the database.

Edit

Edit refers to two functions: editing incorrect or missing data and changing the price, status, or contingency of a listing.

Accessed through the Change icon in the Listing Data group, edits can be made at anytime to existing listings to correct information or add missing data. These types of edits are not logged in the history table.

Transaction changes are made on a special tab found in the Listing Editor called the Transaction tab. Logged in the history table, these changes include price, status, contingency, and expiration date changes.

Fix

Fixes are used to modify the history table and to change critical fields in the current record. A transaction table fix modifies the transaction table to accurately reflect the true listing history. This operation is

potentially hazardous to the health of the history and should only be performed by qualified personnel. Fixes to history records can only be made from the history editor.

Delete

The Delete function permanently removes a record from the database. This operation can only be performed if the record being removed is not referenced or being used elsewhere in the database.

Understanding database rules/definitions

Certain rules and definitions are imposed on the database by the ULTREX Entry software to ensure and maintain data integrity. In addition, the software is structured to allow the local MLS board to impose additional data rules. Following is a brief description of the rules/definitions:

Agents, Offices, and Agencies

Each listing is associated with an agent and an office. Only one agent and one office may be associated with a listing. ULTREX Entry does not allow associating a listing by agency alone.

Listings and Properties

ULTREX Entry separates listings from properties. A property is a physical piece of land that is identified by certain attributes. A listing is a contract to sell a particular property. A property can, over time, have multiple listings attached to it, but a listing can have only one property. A property can have only one active listing at any given time. The life of a listing is the duration of the contract, but a property can essentially live forever.

Listing Numbers

Numbers assigned by the MLS office or by a listing office (when listing upload is being used) externally identifies listings. Listing numbers must be unique across all property types, and the ULTREX Entry software does not allow a duplicate entry. The listing number is checked for uniqueness during the saving and posting process. If a duplicate is detected, the user is prompted to assign a new number.

Listing Anchor

Listings identify both the listing agent and the listing office but are anchored to the listing office. This means that when a currently listed property moves to a different office, a new listing number may be required depending on how the MLS board sets up the assigning of listing numbers.

Listing Activity Indicators

If a property that is currently Expired or Canceled-Off-Market becomes active again, it is classified as either Back-On-Market or New depending on whether the listing number has changed

Owner/Agents

The database contains a field to designate an owner/agent, which means that the owner is also a licensed real estate agent. It does not necessarily mean that the owner is also the listing agent. In addition to appearing where listing-related information is printed or displayed, the owner/agent designated is printed at the top of any listing printout where it applies.

Listing Status

ULTREX supports six listing status conditions: Active, Pending, Closed, Expired, Temporarily-Off-Market, and Canceled-Off-Market. When a listing status is changed, the change must be one of the allowed conditions listed in the table below:

	To Status					
From Status	Active	Pending	Closed	Expired	Temp Off Market	Cancel Off Market
Active		YES	NO	YES	YES	YES
Pending	YES		YES	NO	YES	YES
Closed	NO	NO		NO	NO	NO
Expired	YES	NO	NO		NO	NO
Temp Off Market	YES	NO	NO	YES		YES
Cancel Off Market	NO	NO	NO	NO	NO	

Understanding Validity Checks

When a new listing is being entered or an existing listing is being edited, the following validity checks are applied to the data:

Mandatory Fields

A bold label in the ULTREX Entry program designates required fields.

Listing Number

All listing numbers must be unique.

Current Status

Upon status change, ULTREX Entry verifies that the status change made is allowable.

Effective Date

The effective date is the day the contract was signed or the date a change took place. This date cannot be a future date.

Expiration Date

Three validity checks are placed on the expiration date: the expiration date cannot be earlier than the current expiration date, cannot be earlier than the effective date, and cannot be more months than allowable by your MLS board.

Sale Information

Sale Price, Sale Agent, Sale Office, Financing, and Sale Concession fields must be empty in an active property.

Selling Price

If selling is more than x% higher or lower than the current price, a message will appear. Your MLS board defines the percentage.

Understanding Authorization Levels

Authorization level refers to the data users can access and what they can do with the available data. ULTREX Entry supports six authorization levels. The following is a brief explanation of the six authorization levels:

Public

This authorization level will be defined at a later time. Please do not use at this time.

Assistant

This authorization level will be defined at a later time. Please do not use at this time.

Agent

Subscribers with this authorization level can download listings from the MLS server; view listing data through ULTREX Agent or Sales Assistant; access prospect and market tracking through Sales Assistant; run statistics, survey, and hot sheet reports; run an expiration report on listings owned by him/her; receive messages; view Office and Agent phone book information; view attribute information; and archive databases. Someone who has Agent authorization does not have to be a licensed real estate agent.

Broker

Subscribers with Broker access have the same access as agent level and are able to run an expiration report on all listings owned by that office.

Staff

Subscribers with Staff access have the same access as broker level and are able to change any listing in the MLS database; delete listings, fix the history of a listing; can create and send messages; enter, edit, and delete subscribers; enter and edit agents, offices, and attributes; authorize agents or brokers to enter and edit their own listing information; print listing and sold books; run an expiration report on all listing owned by the MLS; and print other MLS reports.

System Administrator

A subscriber with System Administrator level authorization can access all ULTREX system information. Currently, only Technology Concepts, Inc. can authorize an individual for the System Administrator service level.

Working with Listing Information

Understanding the Main Menu Options

From the Main Menu screen, you can access all the MLS functions you need to keep organized and efficient. Following is a broad overview of the main functions:

Listing Data

The Listing Data portion of the Main Menu screen allows you to enter a new listing, make changes and edits to listing information, view the posting pool, add pictures to listings, look up listings, and look up listing histories. Most listing maintenance is done from this section.

Participants

The Participants portion of the Main Menu screen provides access to information about those who use the ULTREX system. This includes offices, agents, and subscribers. Also included in this section is the Messages option allowing the MLS office to send messages to subscribers of the ULTREX system.

Printing

ULTREX Entry listing and sold books are generated from the Printing portion of the Main Menu screen. Simply select the kind of book for printing and ULTREX Entry guides you step-by-step through the process.

System

The System portion of the Main Menu screen is used for administrative type activities. Listing histories are fixed from this section, along with maintenance of attributes, archiving databases, and making database installation disks.

LISTING INFORMATION

The Listing Data group of the ULTREX Main Menu is where all listing information is generated. Located within this group are all the functions needed to add new listings and maintain existing listings. Below is a list of the available functions:

New

Add a new listing to the listing posting pool.

Change

Update or edit an existing listing.

Posting Pool

View the posting pool for further changes or for posting to the database.

Picture Gallery

Fast method for saving pictures with listings.

Listing Lookup

Lookup a listing(s) for viewing only.

History Lookup

View history information for a listing(s).

Entering a new listing

1. Click the Listing Data group button.
2. Click the New shortcut icon.

   The Listing Editor appears.
3. Select the property type of the listing by clicking the box to the left of the appropriate property type. ULTREX allows multiple property types. Simply click all appropriate property types.
4. Click in the Listing Number field and begin entering listing information. If your board has selected the auto listing number option, the Listing Number field on the Entry form will be blank and ULTREX will automatically place "AutoNum" in the Listing Number field. The listing number is assigned after the listing is posted. See instructions below for entering information when a single select box appears, a multiple select box appears or when you need to enter information into a grid.
5. Click the next tab to continue to enter listing information.

   When all information has been entered, click the Save icon.

   If your server is off-site, information will be sent to the MLS Office during Listing Upload.

   If your server is on-site, you can post the listing to the server immediately by clicking the Post icon after saving or you can post several items at once by saving information into the pool and then selecting Post from the Posting Pool.

To enter information in a single select box:

1. Click the ellipsis.

   A single select box appears.
2. Click on the information you want to select.
3. Click OK.

To enter information in a multiple selection box:

1. Click the ellipsis.

   A multiple selection box appears.
2. Click on one piece of information and click Select, repeating until all desired information is on the right side of the window. To remove information, click on it, then click Remove.
3. Click OK.

To enter information into a grid:

1. Click the first field of the grid to activate the cursor.

2. Click the ellipsis and select information.

3. Tab to the next field, and enter additional information.

   When entering information into the Room Grid, the Floor and Room fields are required and contain a single select box. The Size field is not required, but it is important to note that dimensions needed to be rounded to the nearest foot and a lowercase "x" should be used between measurements. For example, 12x12.

Tips:

- Bold labels indicate fields that must contain information prior to saving the listing.
- Press the Tab key on your keyboard to move to the next field.
- A box with three dots, referred to as an ellipsis, located at the end of a field, indicates a predefined attribute list exists for that field. The information for selection is presented in either a single select box or a multiple selection box.

What is an auto listing number

Compared to the listing number, which is manually assigned and entered, an auto listing number is assigned by the ULTREX system. With auto listing numbers, you don't need to enter listing numbers in the Entry form.

The auto listing number consists of a prefix and a sequence number. The full auto listing number is seven digits. The prefix is one or two characters (alpha or numeric). A one-character prefix provides six digits for the sequence number, and a two-character prefix provides for a five-digit sequence number.

The system administrator and the MLS staff have the authority to create prefixes. Since the prefix can be defined at the board level, this allows boards to group listings (e.g., by year).

The sequence number is numeric. It is generated by the ULTREX program and is assigned in ascending order beginning with the next lowest available number. The sequence number is fully padded with zeros. A one-digit prefix will allow 1million listing numbers per prefix and a two-digit prefix will allow 100,000 listing numbers per prefix. For example, if ML is chosen as the prefix, there are 100,000 listing numbers available from ML00000 to ML99999.

For more information see:

How does an auto listing number work?

How does an auto listing number work?

The auto number option can easily be turned on and off by the system administrator. On the System tab of the Association Edit form, there is a Boolean field "AutoNum (Yes/No)" which is for turning on or off the auto listing number option. It is downloadable.

The MLS Staff or the System Administrator assigns the current prefix for auto listing number. The prefix is downloadable.

When the auto number option is on, in the entry form, the listing number field is “grayed out”. The user doesn’t need to enter a listing number here. When the other information of a listing is entered and saved the listing will get a temporary listing number labeled “AutoNum”.

After the listing is posted, the auto listing number is assigned to the listing, for example, ML00789.

If the user does a posting from the Posting Pool form, when posting is successful, the user (MLS Office or Broker loader) can look at the summary information on the Test Pool tab, which contains a list of the listings posted by listing number and address.

In addition, a text file containing the summary information, named TestResult.txt is located under the directory C:\Windows\Temp. The user can open and print this file using Notepad or other text editor.

Adding a picture to a listing

NOTE: Picture files must be in a graphic type such as .jpg, or.bmp.

1. Click Listing Data from the sliding menu bar.
2. Click the Change shortcut icon.
3. Enter MLS number(s) of listing(s).
4. Click the Picture tab.
5. Click Add New.
6. Select directory where the picture file exists and click the filename of the picture.
7. Click Open and the picture appears.

   ULTREX automatically assigns the picture a sequence number and picture number will be the main picture used throughout ULTREX.
8. Enter description in the Description field, if desired.
9. Click the Save icon.

   If your server is off-site, information will be sent to the MLS Office during Listing Upload.

   If your server is on-site, You can post the listing to the server immediately by clicking the Post icon after saving, or you can post several items at once by saving information into the pool and then selecting Post from the Posting Pool.

Changing Listing Information

Understanding the Change function

During the course of a listing’s history, it may be necessary to make corrections to a listing, additions to a listing, and reflect normal changes in a listing’s status, price, or contingency. This type of listing maintenance is done through Change, found within the Listing Data group. Within Change, there are two types of functions that are used for listing changes: edits and transaction changes. Understanding the fundamental difference between these two functions is essential to ensure listing information accuracy.

The options available for Change are:

Editing a listing

Making a status change

Adding pictures to an existing listing

Replacing an existing picture

Deleting pictures

Deleting a listing

What is an Edit?

An edit to a listing refers to the act of either modifying incorrect information or entering additional information to the listing. Some examples include adding comments, augmenting an amenities list, or correcting a street address. Edits to a listing can be made at any time during a listing's history with users receiving updated listing information during their download. You will notice that there are a number of fields that are unavailable for editing through the Listing Editor. These fields contain important history information that is modified during a transaction change.

What is a Status Change?

A status change is a modification to a listing's current price, status, contingency, or expiration date and is commonly generated from a change form. All status changes are logged in the history table creating both the listing history and the basis for statistical information generated from the ULTREX System. Because it is vital that transaction data is entered accurately, all status changes in ULTREX are performed using a special tab found with the Listing Editor entitled the Transaction tab. The Transaction tab provides the only access to the fields needing modification for transactions and runs strict validity checks on the entered information to assure correctness.

Editing a Listing

Once a listing has been posted to the server, there is information that can only be edited or changed by your MLS Office Staff or Technology Concepts. Changes that must be called into the MLS Office include: Room Grid Information, Amenities, Finance Information, Pictures, and Grid Information found in Multi-Unit and Farm. You can add information to what has already been posted, but you cannot delete the originally posted information.

1. Click Listing Data from the sliding menu.
2. Click the Change shortcut icon.
3. Enter the MLS number or address of the listing to be edited.
4. Click OK.

   The Listing Editor appears.
5. Click in field(s) containing information you want to edit and make changes.
6. Click the Save icon.

   If your server is off-site, information will be sent to the MLS Office during Listing Upload.

   If your server is on-site, You can post the listing to the server immediately by clicking the Post icon after saving, or you can post several items at once by saving information into the pool and then selecting Post from the Posting Pool.

Entering a price change

1. Click Listing Data from the sliding menu bar.
2. Click the Change shortcut icon.
3. Enter the MLS number or address of the listing to be edited.
4. Click OK.
5. When the Listing Editor appears, click the Transaction tab.
6. Enter new price in the Listing Price field.
7. Tab and ULTREX automatically enters the current date as the effective date. If desired, enter a different date in the Effective Date field.
8. Click Save.

   If your server is off-site, information will be sent to the MLS Office during Listing Upload.

   If your server is on-site, You can post the listing to the server immediately by clicking the Post icon after saving, or you can post several items at once by saving information into the pool and then selecting Post from the Posting Pool.

Entering a contingency change

1. Click Listing Data from the sliding menu bar.
2. Click the Change shortcut icon.
3. Enter the MLS number or address of the listing to be edited.
4. Click OK.
5. When the Listing Editor appears, click the Transaction tab.
6. Enter the new contingency in the Contingency field.
7. Tab and ULTREX automatically enters the current date as the effective date. If desired, enter a different date in the Effective Date field.
8. Click Save.

   If your server is off-site, information will be sent to the MLS Office during Listing Upload.

   If your server is on-site, You can post the listing to the server immediately by clicking the Post icon after saving, or you can post several items at once by saving information into the pool and then selecting Post from the Posting Pool.

Entering a status change

ULTREX supports six listing status conditions:

- Active
- Pending
- Closed
- Expired
- Temporarily-Off-Market
- Cancel-Off-Market

When a listing status is changed, the change must be one of the allowed conditions listed below:

	To Status					
From Status	Active	Pending	Closed	Expired	Temp Off Market	Cancel Off Market
Active		YES	NO	YES	YES	YES
Pending	YES		YES	NO	YES	YES
Closed	NO	NO		NO	NO	NO
Expired	YES	NO	NO		NO	NO
Temp Off Market	YES	NO	NO	YES		YES
Cancel Off Market	NO	NO	NO	NO	NO	

There are cases where a status change to a listing must occur on the same day, ULTREX automatically enters the date and time-stamp, so edit with caution.

For more information, see:

Working with Off-Market status changes

Working with On-Market status changes

Adding pictures to an existing listing

1. Click Listing Data on the sliding menu.
2. Click the Change shortcut icon.
3. Enter the MLS number(s) of the listing(s).
4. Click the Picture tab.
5. Click Add New.
6. Select the directory where the picture file exists and click the filename of the picture.
7. Click Open.

   The picture appears. ULTREX automatically assigns the picture a sequence number and picture number one will be the main picture used throughout ULTREX.

8. Enter description in the Description field, if desired.

9. Click the Save icon. Information will be sent to the MLS Office during listing upload.

Replacing an existing picture

1. Click Listing Data on the sliding menu.

2. Select Change.

3. Enter the listing number for each listing.

4. Click OK.

5. Select the Picture tab. If there are multiple pictures, use the scroll bar located below the lower right corner of the picture to locate the picture to replace.

6. Click the Replace button.

   A dialog box appears prompting you to locate the directory where the picture file is found.

7. Click the arrow in the Look In box and locate the directory.

8. After locating the directory, select the picture file by single clicking the name of the file.

9. Click the Open button.

   ULTREX replaces the existing picture with the new selected image.

   Comments may be added in the DESCRIPTION field.

10. Select the Save icon from the toolbar.

    We recommend deleting the original picture file. After the picture has been saved, a message will appear giving you the option to delete the original picture file. Click Yes to delete, No to keep the picture file.

    NOTE: If making edits to multiple pictures in the same listing, it is necessary to save and post the listing between each edit. For example, if you are replacing two pictures, save and post the first picture before replacing the second picture.

Deleting pictures

Pictures may only be deleted by users with Staff or System Administrator authority.

1. Select Tools | Delete Listing from the menu bar.

2. When prompted, enter the listing number and click OK.

To delete all pictures:

1. At General tab, select Pictures from list of options.

2. Click the Delete Icon.

   A dialog box appears asking you to confirm your delete request. Click Yes to delete, No to cancel.

To delete selected pictures:

1. On the General tab, select pictures to delete from the pictures grid.
2. Click the Delete icon.

   A dialog box appears asking you to confirm your delete request. Click Yes to delete, No to cancel.

Deleting a listing

REMEMBER: Any time when deleting listing information always check the Posting Pool | All | Delete tab and post this information immediately after deleting any listing information. If there is no information found in the

Since deleting a listing permanently removes the record from the database, please exercise extreme caution when using this function. This operation can only be performed by the MLS Staff or System Administrator**.**

To Delete an Entire Listing:

1. From the menu bar, select Tools | Delete Listing.
2. When prompted, enter the MLS number(s) of the listing(s) to delete and click OK.
3. Click the Select All button OR select Current Listing from list of options.
4. Click the Delete Icon.

   A message box appears asking you to confirm the delete request. Select Yes to delete the selected items or select No to quit. REMEMBER: Selecting Yes permanently deletes this listing from the main database. **PLEASE USE WITH CAUTION!**

To Delete Parts of a Listing:

1. From the menu bar, select Tools | Delete Listings.
2. When prompted, enter the MLS number(s) of the listing(s) and click OK.
3. Select component(s) to delete from the list of options.
4. Click the Delete Icon.
5. A message appears asking you to verify the delete request. Select Yes to delete, No to quit.

Working with the Posting Pool

Understanding the Posting Pool

The Posting Pool is a temporary holding area for all information being entered or changed. Information remains there until it is posted or uploaded to the MLS database. For local servers, posting from the Posting Pool allows for multiple records to be sent to the MLS database at one time. Information that goes into the Posting Pool includes new and modified listing information, as well as any data entered using the various managers found throughout ULTREX Entry. While information resides in the Posting Pool, any number of simple edits can be made without affecting the MLS database or the transaction history table. During posting, information is sent from the pool to the server, permanently updating the MLS database. If applicable, the history table is also updated at this time.

How Does Information Get to the Posting Pool?

When you save any information using the Save icon found on the toolbar, ULTREX automatically places the data into the Posting Pool. If a listing is currently in the Posting Pool, **Data from the pool** appears with the listing in the Listing Editor.

How Is Pool Information Sent to the MLS Database?

Because an MLS server can be located either in the MLS office or in a remote location, information in the Posting Pool gets to the MLS database in two different ways. **For a local server**, information is posted directly to the MLS database. To send the listings to the MLS database, the user will enter the Posting Pool, mark the listings to post, and click the Post icon on the toolbar. These listings are sent directly to the MLS database. **For a remote server**, information in the Posting Pool is sent to the MLS database during a listing upload. To send the listings to the MLS database, the user will enter ULTREX Communications and perform a listing upload. The listings in the Posting Pool will be uploaded to the MLS database.

Options available in the Posting Pool:

Viewing or Editing from the Posting Pool

Posting a single listing

Posting multiple listings

Performing a test post

Editing listing data from within the Posting Pool

1. Click Listing Data from the sliding menu.
2. Click the Posting Pool shortcut icon.
3. Highlight the listing you want to edit.
4. Right-click on the listing you highlighted and select Edit.
5. When the listing data appears, make the appropriate edits.
6. Click Save.

Posting a single listing from the Posting Pool

If your server is on-site, you can perform this action.

If your server is off-site, everything in the pool will be posted when you click the Post icon.

1. Click Listing Data from the sliding menu.
2. Select Posting Pool.

   The posting pool appears, allowing you to select those listings you wish to post.
3. To mark individual listings to post, double-click in the Post column.

   OR

1. Single-click on the listing to post and right mouse click.
2. Select the Mark to Post option. This marks the selected listing for posting.

   A "Yes" appears on your screen if the listing has been correctly marked for posting.
3. Select the Post icon from the toolbar. The listing you have selected for posting is sent to the main database. At this point, ULTREX Entry runs validity checks on the data that has been entered.

   If invalid data is detected, you receive an error message indicating the problem. Click the OK button to clear the message. ULTREX places you directly in the field that needs modification.

Posting multiple listings from the Posting Pool

If your server is on-site, you can perform this action.

If your server is off-site, everything in the pool will be posted when you click the Post icon.

1. Click Listing Data from the sliding menu.
2. Select Posting Pool.

   The posting pool appears, allowing you to select those listings you wish to post.
3. To mark all listings to post, select the first listing to post and, while holding down the SHIFT key, select the last listing to post. This highlights all listings in between.
4. When the listings have been highlighted, right mouse click. Select the Mark to post option. This marks all selected listings for posting. NOTE: You can also remove the posting notation by selecting the Mark Not to Post option.
5. Select the Post icon from the toolbar. The listings you have selected for posting are sent to the main database. At this point, ULTREX Entry runs validity checks on the data that has been entered.

   If invalid data is detected, you receive an error message indicating the problem. Click the OK button to clear the message. ULTREX places you directly in the field that needs modification.

Performing a test post

The Test Post simulates a post to the MLS server and can be performed either prior to an initial posting or after a posting has failed.

1. Click Listing Data from the sliding menu.
2. Click the Posting Pool shortcut icon.
3. Click the Test Post Results tab.
4. Click the Test Post button.

   ULTREX simulates a post and returns a message for each listing indicating the test post result.

Working with the Picture Gallery

Understanding the Picture Gallery

With a few clicks of the mouse, the Picture Gallery matches a picture to its corresponding listing via MLS number. ULTREX offers this utility as another option for adding pictures to listings and can be useful when it is necessary to match a number of pictures to listings. Following is a brief explanation of how the Picture Gallery works.

The Picture Gallery looks at the graphic files that have been placed in the C:\Program Files\ULTREX98\Databases\Gallery directory and compares them with listings residing in the MLS database. It doesn't matter to ULTREX if the images come from a scanner, digital camera, or some other source, but the images must be in the Gallery subdirectory. We recommend graphic images be in the JPEG (.jpg) format. In addition, the file name must be the same as the MLS number of the corresponding listing.

After reviewing the graphic files, ULTREX returns two lists: pictures without a matching listing and pictures with a matching listing. Options become available to overwrite existing pictures, delete the original picture file, and to define the maximum number of pictures allowed for each listing. After defining save options and clicking the Save icon on the toolbar, the ULTREX saves the pictures with the corresponding listings and sends them to the Posting Pool. Listings and pictures are then sent to the MLS database during the posting process.

For more information, see Matching pictures with a listing

Matching pictures with a listing

Before performing this function, save your pictures to C:\Program Files\ULTREX\Databases\Gallery.

1. Click Listing Data from the sliding menu.
2. Click the Picture Gallery shortcut icon.
3. At the Picture Poster screen, click the Review Pictures button.

   NOTE: Click the Use Last as Seq. box if the last number of the picture file name is a sequence number.

   ULTREX searches the Gallery directory and return two lists: *Pictures with a matching listing* and *Pictures without a matching listing.*
4. Select desired posting options as described below:

5. Click the Delete Pictures After Post box to automatically delete the picture file after posting.

6. Click the Overwrite Existing box to replace the current picture(s).

7. To designate a specific number of pictures per listing, enter the number in the Maximum field.

8. Click Save.

   Pictures are saved with their matching picture to the Posting Pool.

   If your server is off-site, information will be sent to the MLS Office during Listing Upload.

   If your server is on-site, You can post the listing to the server immediately by clicking the Post icon after saving, or you can post several items at once by saving information into the pool and then selecting Post from the Posting Pool.

Working with the Listing Lookup

Looking up a listing

With the Listing Lookup function, you may search for any listing using either full/partial MLS number or full/partial street address. Listings found using Listing Lookup are available for viewing only; no editing can be performed on the listings.

1. Click Listing Data group button.

2. Click the Listing Lookup shortcut icon.

   A dialog box appears allowing you to search listings by listing number or address.

To Search Using MLS Number

1. Enter the full or partial MLS number in the Search for Listing Numbers field and press the Tab key on your keyboard. Repeat until all listing numbers have been entered.

2. Select Active/Pending, if desired.

3. Click OK.

   ULTREX automatically displays the listings. The number of listings found is displayed in the lower left corner of the status bar.

To Search Using Full or Partial Street Address

1. Click in the Number field in the Search for Address section of the Select Listings dialog box.

2. Enter house number (if known, or enter partial number) and press the TAB key on your keyboard.

3. Enter Compass Point, if desired, and press the Tab key on you keyboard.

4. Enter the full or partial Street Name in the Street field.

5. Select Active/Pending, if desired.

6. Click OK.

   ULTREX displays listings that most closely match the address. The number of listings found is displayed in the lower left corner of the status bar.

Tips:

- Partial listing numbers may be entered and ULTREX Entry will search for possible matches
- Use the Previous and Next icons located on the toolbar to navigate between listings.

Working with a History Lookup

Understanding History Lookups

Changes made through the Transaction tab in the Listing Editor are logged in the history table and make up a listing's history. It is possible to view a history for a specific listing by using the History Lookup utility.

NOTE: the current listing number, not the property address or other property identifier anchors the listing history.

When a listing is accessed via History Lookup, a grid displays showing a history for the property:

When errors exist in a listing history, it is necessary to edit the history of a listing. History changes cannot be made through the History Lookup function. See Fix History for specific instructions on how to fix the history of a listing.

Looking up listing history

This function allows you to view the history of a listing using either the MLS number or the street address.

1. Click the Listing Data group button.
2. Click the History Lookup shortcut icon.

   A dialog box appears allowing you to search listings by listing number or address.

To Search Using MLS Number

1. Enter the full or partial MLS number in the Search for Listing Numbers field and press the Tab key on your keyboard. Repeat until all listing numbers have been entered.
2. Select Active/Pending, if desired.
3. Click OK.

   ULTREX automatically displays the listings. The number of listings found is displayed in the lower left corner of the status bar.

To Search Using Full or Partial Street Address

1. Click in the Number field in the Search for Address section of the Select Listings dialog box.
2. Enter house number (if known, or enter partial number) and press the TAB key on your keyboard.
3. Enter Compass Point, if desired, and press the Tab key on you keyboard.
4. Enter the full or partial Street Name in the Street field.
5. Select Active/Pending, if desired.
6. Click OK.

ULTREX displays listings that most closely match the address. The number of listings found is displayed in the lower left corner of the status bar.

Tips:

- Partial listing numbers may be entered and ULTREX Entry will search for possible matches
- Use the Previous and Next icons located on the toolbar to navigate between listings.

Working with Participants Information

Understanding Messages

Sending a message

The messages function allows you to send, view, and delete messages. NOTE: Only users with Staff level authorization can send messages.

1. Click Participants from the sliding menu.
2. Click the Messages shortcut icon.
3. Click the New icon.
4. Click the ellipsis at the end of the To field and select message recipient(s).
5. Enter message subject in the Description field.
6. Enter message text in the Message field.
7. Click the Save icon.

   Messages are distributed to users during their next download.

   If your server is off-site, information will be sent to the MLS Office during Listing Upload.

   If your server is on-site, You can post the listing to the server immediately by clicking the Post icon after saving, or you can post several items at once by saving information into the pool and then selecting Post from the Posting Pool.

For more information, see:

Viewing a message

Deleting a message

Viewing Messages

1. Click the Participants group button.
2. Click the Messages shortcut icon.

   The Messages box appears.
3. Highlight the message you wish to view, and click the View tab.

Tip:

- If there is more than one message, the Previous and Next icons are activated allowing you to page through all messages.

Deleting Messages

1. Highlight or view the message you wish to delete.
2. Click the Delete icon on the toolbar. ULTREX asks you to verify your delete request. Click OK to delete the message.

Understanding Agent Information

Accessing information about an agent

The Agents function gives you quick access to information about agents.

To access information about an agent:

1. Click the Participants group button.
2. Click the Agent shortcut icon.
3. Select one of three options

   Single – to access information about a single office

   Multiple – to access information about multiple offices

   Search – to search for information about an office

To access information about a Single Agent:

1. Click the ellipsis to the right side of the Single field.

   A selection box appears.
2. Click the Agent name for which you want to view information.
3. Click OK.

   Information about that agent appears.
4. Click the Agent Cont. tab for more information.

To access information about Multiple Agents:

1. Click the ellipsis to the right of the Multiple field.

   A multiple selections box appears.

2. Click the name of the Agent for which you want to view information.

3. Click Select. Repeat steps 1 and 2 until all Offices you want to view are listed on the right side of the Agent Selection box.

4. Click OK.

   Information about these agents appears.

5. Click the Office Cont. tab for more information.

Tip:

- Use the Previous and Next icons located on the toolbar to navigate between Agent Information.

Searching for information related to agents

1. Click the ellipsis to the right of the Search field.

2. Enter known information.

3. Click the Search Results icon located on the toolbar.

   The number of matches appears on the status bar.

4. Click the View icon located on the toolbar to view Agent Information.

5. Click the Agent Cont. tab for more information.

Tip:

- Use the Previous and Next icons located on the toolbar to navigate between Agent Information.

Adding an agent

The MLS Office Staff, with an on-site server, or Technology Concepts, Inc. can add new agents at any time. This is done from the Participants section of the Main Menu screen.

- If the new agent is part of a new office, the office information must be added first.
- You must also enter the New Agent as a New Subscriber after entering Agent information. Follow the instructions below to add an agent:

1. Select Participants from the sliding menu.

2. Click the Agents button.

   The Agent Manager appears on your screen.

3. Select New.

   A blank Agent Editor form appears.

4. Enter the requested information. The following fields are mandatory fields:

   FIRST NAME OFFICE

   LAST NAME ACTIVE

   NUMBER

   NOTE: The format used to enter the agent's phone number is used on the agent's printed reports. EXAMPLE: 5072894180 or 507-289-4180 or (507) 289-4180. Please enter information accordingly.

5. Reenter valid data and click the Save icon on the toolbar.

6. When you are completed with the entry, select the Save icon from the ULTREX toolbar.

7. To add another new agent, select the New icon and repeat the steps above.

8. To post the agent information, select Listing Data from the sliding menu and click the Posting Pool icon.

9. Click the MLS tab and click the Agents tab found on the side of the grid.

10. Mark records to post by double-clicking in the Post column. A Yes appears on your screen if the record has been correctly marked for posting. Click the Post icon.

Tip:

- For Local Server: To send information to the database immediately, click the Post icon

Adding an agent's picture

The MLS Office staff with an on-site server, or Technology Concepts can add an Agent's picture at any time. This picture is available for viewing through the Agent section of Participants. In addition, pictures can be added to custom reports. Please contact Technology Concepts, Inc. for more information regarding custom reports.

1. Click Participants from the sliding menu.

2. Select Agents.

   To work with one record, select Single. When the single selection box appears, select the agent's name and click OK.

   To work with multiple records, select Multiple. When the multiple selection box appears, select the agents' names and click OK.

3. At the Agent Editor screen, select the Agent Cont tab.

4. Click the Get File button. At the dialog box, click the arrow in the Look In box and locate the directory where the picture file is located.

5. Select the file to add by pointing to the filename with your mouse and single clicking.

6. Click the Open button.

Deleting an agent's picture

1. Click Participants from the sliding menu.
2. Select Agents.

   To work with one record, select Single. When the single selection box appears, select the agent's name and click OK.

   To work with multiple records, select Multiple. When the multiple selection box appears, select the agents' names and click OK.
3. At the Agent Editor screen, select the Agent Cont tab.
4. Click the Clear button.

Editing agent information

1. Click Participants from the sliding menu.
2. Select the Agents icon.

   To edit a single agent, click the ellipsis associated with single.

   To edit multiple agents, click the ellipsis associated with multiple.
3. Select the agent(s) to edit from the single or multiple selection box, and edit the information.
4. Click Save.

   If your server is off-site, information will be sent to the MLS Office during Listing Upload.

   If your server is on-site, You can post the listing to the server immediately by clicking the Post icon after saving, or you can post several items at once by saving information into the pool and then selecting Post from the Posting Pool.

Deleting an agent

When an agent cancels his/her membership in the multiple listing service, change their active status to NO in the Agent Manager. Changing their active status to NO means that their name will no longer appear in any agent attribute list. Because the agent's name could be associated with listings in the database, deleting an agent from the database is hazardous to the entire MLS database. For this reason, deleting an agent can only be done by the System Administrator and is not accessible to the typical ULTREX Entry user. Please contact Technology Concepts, Inc. for more information.

Understanding Office Information

Understanding Office Information

Information regarding the offices in your MLS board is accessed from the Office button located within the Participants portion of the sliding menu. This section contains a record for each office, including address, phone numbers, and active status.

An office is defined as the place of business for the professionals who are authorized to use the MLS information. An office can include a real estate agency as well as an appraisal office. The office name and phone number will appear as the listing or sold office/phone number on the Fact Sheets, Feature Sheets,

Book Format print-outs, and on the picture sections of the Listing and Sold Books. E-mail and URL addresses will appear as part of either the header or footer of a printout.

Accessing information about an office

Adding an office

Adding an office logo

Deleting an office log

Editing an office

Deleting an office

Accessing information about an office

The Office function gives you quick access to information about offices.

To access information about an office:

1. Click the Information group button.
2. Click the Offices shortcut icon.
3. Select of the three options.

   Single – to access information about a single office

   Multiple – to access information about multiple offices

   Search – to search for information about an office

To access information about a Single Office:

1. Click the ellipsis to the right side of the Single field.

   A selection box appears.
2. Click the Office name for which you want to view information.
3. Click OK.

   Information about that office appears.
4. Click the Office Cont. tab for more information.

To access information about Multiple Offices:

1. Click the ellipsis to the right of the Multiple field.

   A multiple selections box appears.
2. Click the name of the Office for which you want to view information.
3. Click Select. Repeat steps 1 and 2 until all Offices you want to view are listed on the right side of the Selections box.
4. Click OK.

Information about these offices appears.

5. Click the Office Cont. tab for more information.

Tip:

- Use the Previous and Next icons located on the toolbar to navigate between Offices.

Searching for information related to offices

1. Click the ellipsis to the right of the Search field.
2. Enter known information.
3. Click the Search Results icon located on the toolbar.

   The number of matches appears on the status bar.
4. Click the View icon located on the toolbar to view offices.
5. Click the Office Cont. tab for more information.

Tip:

- Use the Previous and Next icons located on the toolbar to navigate between Offices.

Adding an office

New offices can be added at anytime from the Participants portion of the ULTREX Entry. Follow the instructions below to add an office:

1. Click Participants on the sliding menu.
2. Click the Offices icon.
3. Click the ellipsis to the right of New.
4. Enter office information.
5. Click the Save icon.

   If your server is off-site, information will be sent to the MLS Office during Listing Upload.

   If your server is on-site, You can post the listing to the server immediately by clicking the Post icon after saving, or you can post several items at once by saving information into the pool and then selecting Post from the Posting Pool.

Adding an office logo

A logo may be added at anytime to an office record. This logo is available for viewing through the Office section of Participants. In addition, logos can be added to custom reports. Please contact Technology Concepts, Inc. for more information regarding custom reports.

1. Click Participants from the sliding menu.
2. Select Offices.

   To work with one record, select Single. When the single selection box appears, select the office's name and click OK.

To work with multiple records, select Multiple. When the multiple selection box appears, select the office names and click OK.

3. At the Office Editor screen, select the Office Cont tab.
4. Click the Get File button. At the dialog box, click the arrow in the Look In box and locate the directory where the graphic file is located.
5. Select the file to add by pointing to the filename with your mouse and single clicking.
6. Click the Open button.

Deleting an office logo

1. Click Participants from the sliding menu.
2. Select Offices.

   To work with one record, select Single . When the single selection box appears, select the office's name and click OK.

   To work with multiple records, select Multiple. When the multiple selection box appears, select the office names and click OK.

3. At the Office Editor screen, select the Office Cont tab.
4. Click the Clear button.

Editing office information

Office information currently in the database can be edited from the Participants portion of the Main Menu screen. Follow the instructions below to edit office information.

1. Click Participants from the sliding menu.
2. Click the Offices icon.

   To edit a single office, click the ellipsis to the right of Single.

   To edit multiple offices, click the ellipsis to the right of Multiple.

3. Select the office(s) to edit, and edit information.
4. Click the Save icon.

   If your server is off-site, information will be sent to the MLS Office during Listing Upload.

   If your server is on-site, You can post the listing to the server immediately by clicking the Post icon after saving, or you can post several items at once by saving information into the pool and then selecting Post from the Posting Pool.

Deleting an office

When an office cancels their membership in the multiple listing service, change their active status to NO in the Office Manager. Changing their active status to NO means that the office name will no longer appear in any office attribute list. Because the office name could be associated with listings in the database, deleting an office is hazardous to the entire MLS database. For this reason, deleting an office can only be done by the System Administrator and is not accessible to the typical ULTREX Entry user. Please contact Technology Concepts, Inc. for more information.

Understanding Subscribers

Accessing information about a subscriber

The Subscriber function gives you quick access to information related to Subscribers. A Subscriber is defined as anyone who has access to the MLS information through ULTREX.

1. Click the Information group button.
2. Click the Agent shortcut icon.
3. Select one of three options:

   Single – to access information about a single Subscriber.

   Multiple – to access information about multiple Subscribers.

   Search – to search for information about a Subscriber.

To access information about a Single Subscriber:

1. Click the ellipsis to the right of the Single field

   A selection box appears.
2. Click on the Subscriber name for whom you wish to view information.
3. Click OK.

   Information about the Subscriber appears.
4. Click the Subscriber Cont. tab for more information.

To access information about Multiple Subscribers:

1. Click the ellipsis to the right of the Multiple field.

   A selection box appears.
2. Click on the name of a Subscriber for whom you want to view information.
3. Click Select.

   Repeat steps 2 and 3 until all Subscribers you want to view have been selected and appear on the right side of the Subscriber Selection box.
4. Click OK.

   Information about the subscribers appears.

5. Click the Subscriber Cont. tab for more information.

Tip:

- Use the Previous and Next icons located on the toolbar to navigate between Subscribers.

Searching for information related to Subscribers

1. Click the ellipsis to the right of the Search field.
2. Enter known information.
3. Click the Search Results icon located on the toolbar.

   The number of matches located appears on the status bar.
4. Click on the view icon located on the toolbar to view the information.
5. Click the Subscriber Cont. tab for more information.

Tip:

- Use the Previous and Next icons located on the toolbar to navigate between Subscribers.

Adding a subscriber

New subscribers can be added at anytime from the Participants portion of the Main Menu. Follow the instructions below to add a subscriber:

1. Click Participants from the sliding menu.
2. Click the Subscribers icon.
3. Click the ellipsis to the right of New and enter subscriber information.
4. Click the Save icon.

   If your server is off-site, information will be sent to the MLS Office during Listing Upload.

   If your server is on-site, You can post the listing to the server immediately by clicking the Post icon after saving, or you can post several items at once by saving information into the pool and then selecting Post from the Posting Pool.

Adding a subscriber's picture

A picture may be added at anytime to a subscriber's record. This picture is available for viewing through the Subscriber section of Participants. In addition, pictures can be added to custom reports. Please contact Technology Concepts, Inc. for more information regarding custom reports.

1. Click Participants from the sliding menu.
2. Select Subscribers.

   To work with one record, select Single. When the single selection appears, select the subscriber's name and click OK.

   To work with multiple records, select Multiple. When the multiple selection box appears, select the subscribers' names and click OK.

3. At the Subscriber Editor screen, select the Subscriber Cont tab.

4. Click the Get File button. At the dialog box, click the arrow in the Look In box and locate the directory where the picture file is located

5. Select the file to add by pointing to the filename with your mouse and single clicking.

6. Click the Open button.

Deleting a subscriber's picture

1. Click Participants from the sliding menu.

2. Select Subscriber.

   To work with one record, select Single. When the single selection box appears, select the subscriber's name and click OK.

   To work with multiple records, select Multiple. When the multiple selection box appears, select the subscribers' names and click OK.

3. At the Subscriber Editor screen, select the Subscriber Con*t* tab.

4. Click the Clear button.

Editing a subscriber

Subscriber information currently in the database can be edited from the Participants portion of the Main Menu screen. Follow the instructions below to edit a subscriber:

1. Click Participants from the sliding menu.

2. Click the Subscribers icon.

   To edit a single subscriber, click the ellipsis associated with Single.

   To edit multiple subscribers, click the ellipsis associated with Multiple.

3. Select the Subscriber(s) to edit from the single or multiple selection box.

4. Edit desired information.

5. Click the Save icon.

   If your server is off-site, information will be sent to the MLS Office during Listing Upload.

   If your server is on-site, You can post the listing to the server immediately by clicking the Post icon after saving, or you can post several items at once by saving information into the pool and then selecting Post from the Posting Pool.

Deleting a subscriber

When an office or agent cancels their membership in the multiple listing service, change their active status to NO in the Subscriber Manger. Changing their active status to NO means that the name will show as "active / No" on the subscriber roster and they will no longer be able to sign in to the ULTREX program with their ID and Password.

NOTE: You should never delete any office, agent or subscribers, only inactivate them due to the fact that the name could be associated with listings in the database. For this reason, deleting an office, an agent or subscriber is hazardous to the entire MLS database.

Click Participants from the sliding menu.

1. Select Subscribers.
2. The Subscriber Manager appears. Select Single.

   A single selection box displays. Select the subscriber you wish to inactivate by pointing to the subscriber's name and single clicking.
3. Click the OK button.
4. The subscriber record appears. Change Active "Yes" to "No"
5. Save and Post

Understanding the Printing Process

Understanding Printing

ULTREX Entry makes the printing process simple. Select the Listing Book or Sold Book option from the Printing section of the Main Menu screen. ULTREX Entry offers the option of printing the entire Listing/Sold book or selected reports from each book. Following is a list of sections available for printing in the Listing and Sold book:

Listing Book

Office Roster lists all active offices in the MLS alphabetically with all agents associated with that office.

Agent Roster lists all active agents in the MLS in alphabetical order.

Market Statistics prints statistics on number of listings, average market time, and prices. Data is presented by property type

Alphabetical Index lists all active listings found in the book. Each property type has its own section. Within the property type, listings are organized alphabetically by street address.

Area/Price Indices exist for each property type. Listings within each index are organized first by MLS area, second by ascending price.

Residential Acreage Index lists all residential properties that have greater than 1 acre.

Pictured Listing Sections prints listing information with a picture for each active listing in the database. Listings are organized by property type and then by MLS area.

Off Market Indices prints the following information:

- All listings with the current status of Pending.

- All listings with the current status of Temp Off Market.
- All listings that went Closed during the selected date range.
- All listings that went Canceled Off Market during the selected date range.
- All listings that went Expired during the selected date range and remain Expired.

In addition, the volume number of the Listing Book the listing last appeared with an active status is shown on these indices.

Sold Book

Office Roster lists all active offices in the MLS alphabetically with all agents associated with that office.

Agent Roster lists all active agents in the MLS in alphabetical order.

Alphabetical Index lists all active listings found in the book. Each property type has its own section. Within the property type, listings are organized alphabetically by street address.

Sold Area/Address Index organizes sold listings by property type, MLS area, and then alphabetically by street address. Again, the number of sold listings is based on a user-defined date range.

Pictured Sold Listing Sections prints listing information with a picture for sold listings in the database. Listings are organized by property type and then by MLS area. Number of sold listings are based on a user-defined date range.

For more information, see:

Printing a Listing Book

Printing Sold Books

Printing a Subscriber Roster

Printing a Listing Book

Note: There are several options available for book printing and this is all dependant on the size of your database and the space available on the computer you are printing from. Please contact Technology Concepts for more information on book printing options.

1. Click Printing from the sliding menu bar.
2. Click the Listing Book icon.
3. Select dates for Market Analysis Statistics and Off-Market indices.
4. Click All Report button.

   After the active sections have finished extracting, a message box appears asking you to verify the correct printing of these sections. If they have, select Yes. If any section did not print correctly, select No. Select sections to reprint and click OK.
5. Assign Book Volume number, if desired.

   After the off-market sections have finished extracting, a message box appears asking you to verify the correct printing of these sections. If they have, select Yes. If any section did not print correctly, select No. Select sections to reprint and click OK.

Tip:

- To change the dates, click on the entry field and enter the desired date

Printing Sold Books

Note: There are several options available for book printing and this is all dependant on the size of your database and the space available on the computer you are printing from. Please contact Technology Concepts for more information on book printing options.

1. Click Printing from the sliding menu bar.
2. Click the Sold Book icon.
3. Select the date range for the Sold Book.
4. Click the All Reports button.

   After the off-market sections have finished extracting, a message box appears asking you to verify the correct printing of these sections. If they have, select Yes. If any section did not print correctly, select No. Select sections to reprint and click OK.

Printing a Subscriber Roster

The Subscriber Roster prints a list of all subscribers in the ULTREX system with information such as their status, authorization level, and services.

1. Select Reports | Subscriber Roster from the menu bar.
2. A print dialog box appears (change number of copies, printer location as necessary).
3. Click OK to begin printing the report.

Creating, viewing, and printing an Expiration Report

The Expiration Report provides you with a list of your expired listings based on specified search criteria.

1. Click on the Listing Data group button.
2. Click on the Expiration shortcut.

   The Expired Listings dialog box appears.
3. Select type of report.
4. Enter the date range by typing specified dates in the From and To fields.
5. Click the Print button to print the report, or click the Print Preview button to view results on the screen.

Understanding System Information

Working with Attributes

Understanding Edit Attributes

ULTREX depends on the definitions of various attributes to describe listings and property. The MLS board prior to system installation generally defines these attributes. Occasionally, attributes may need to be added or edited. The ULTREX software allows that flexibility through the Attribute Manager.

Specifically, attributes are all the descriptive terms used for listings and property. This would include location information, interior and exterior property descriptions, along with parcel information. Regions, schools, heat type, and road type styles are all examples of these descriptors.

Attributes appear within various tabs within the Attribute Manager.

Location Tab The Location Tab contains attributes describing the location of the property/listing.

Parcel Tab The Parcel Tab contains attributes that describe the property.

Interior Tab The Interior Tab contains attributes describing the interior of the property.

Exterior Tab The Exterior Tab contains attributes describing the exterior of the property.

Other Tab The Other Tab contains miscellaneous attributes.

For more information on the options you have with Attributes, click one of the topics below.

Viewing attributes

Adding attributes

Editing attributes

Deleting attributes

Viewing attributes

You may view attributes from the Attribute Manager screen or from within the specific attribute's single or multiple selection box.

From the System Section

1. Select System from the sliding menu.
2. Select Edit Attributes.
3. Select Attribute Options | Find from the menu bar.
4. From the Attribute Manager, select the tab containing the attribute category you wish to view.
5. Select the type of attribute list to view by clicking the ellipsis (box with three dots) by the appropriate type.
6. At the search screen that displays, enter search criteria.
7. Click the Search Results icon from the toolbar.

8. Click the Full View icon from the toolbar to view search results.

9. Click the Main Menu icon to exit.

Adding attributes

1. Click System from the sliding menu.

2. Click the Edit Attributes.

3. Select Attribute Options | New Attribute from the menu bar.

4. Select the tab containing the attribute category you want to add.

5. Select the type of attribute list by clicking the ellipsis at the end of the appropriate type.

6. After entering the attribute information, click Save.

   If your server is off-site, information will be sent to the MLS Office during Listing Upload.

   If your server is on-site, You can post the listing to the server immediately by clicking the Post icon after saving, or you can post several items at once by saving information into the pool and then selecting Post from the Posting Pool.

Editing attributes

From Edit Attributes, you can edit existing attributes and add new attributes to the ULTREX database.

1. Click System from the sliding menu.

2. Click the Edit Attributes icon.

   To edit a single attribute, select Attribute Options | Single Selection.

   To edit multiple attributes, select Attribute Options | Multiple Selection.

3. Select the tab containing the attribute category you wan to edit.

4. Select the type of attribute list by clicking the ellipsis at the end of the appropriate type.

5. Select the attribute(s) you want to edit from the single or multiple selection box.

6. After editing the attribute information, click Save.

   If your server is off-site, information will be sent to the MLS Office during Listing Upload.

   If your server is on-site, You can post the listing to the server immediately by clicking the Post icon after saving, or you can post several items at once by saving information into the pool and then selecting Post from the Posting Pool.

Deleting attributes

Once an attribute is added to the MLS database, it is extremely dangerous to delete it. For this reason, the delete function is only available for System Administrators. If you need to delete an attribute, please contact Technology Concepts, Inc.

Working with the Fix History

What is History Editor?

History Editor is a utility that allows an individual to modify the complete history of a listing.

When would you use History Editor

There are several uses for History Editor. Most notably is correcting entry mistakes. However, one may also need to use it to correct a system generated error.

An example of type of entry error would be as follows. Suppose you use transaction editor to take a listing from ACTIVE to PENDING but you incorrectly type the effective date. History Editor will allow you to correct these types of errors.

An example of a system-generated error could be as follows. Suppose something goes wrong with the Auto-Expire program one night and it incorrectly expires some listings. History Editor will allow you to erase the expiration of those listings.

Who has access to history editor?

Only those users who have MLS Staff or MLS Admin authority can access History Editor. This restriction was implemented due to the complexity and sensitivity of the information being edited.

Reading the history editor grid

History is listed in the grid with the most recent history as the first or top row in the grid.

The first column is effective date. The effective date is the date on which the result of the changes outlined in all of the columns occurred.

The next column is status. The new status of the listing is always indicated in this column. If the record contains a blank in this column no status change occurred on that effective date.

Following the status column is the price column. The new price of the listing is always indicated in this column. If the record contains a blank in this column no price change occurred on that effective date.

The contingency column that follows the price column is read slightly different than the price or status columns. This is best explained with an example. On 1/24/97 a contingency of ‘Prop Sale 48’ was specified. On 2/4/97 this contingency stops appearing. This indicates that the contingency was removed. If this column contains a blank, it means that no contingency exists for the specified effective date.

The office and agent column is read different than any of the other fields. Again, this is best explained with an example. On 4/8/95 a status of ACTIVE is specified along with an office and agent. When the status is active the office and agent columns represent the listing office or agent. On 2/4/97 a status of PENDING is specified along with an office and agent. When the status is PENDING the office and agent columns represent the pending office or agent. On 3/28/99 a status of CLOSED is specified along with an office and agent. When the status is CLOSED the office and agent columns represent the closing office and agent. On any other status the office and agent fields are ignored and when saved to the database they are cleared.

How do I access the History Editor?

When an edit needs to be made to the history of a listing you can access those records by simply clicking the Fix History icon located on the SYSTEM sliding menu bar when you are in Ultrex Entry or by selecting View | History Editor. You will need to enter either the listing number or address in order to access that

listing. When that information is entered, click OK and the listing will appear on your screen. Make appropriate edits.

Adding a new history record

To insert a history record, simply highlight the row you would like to insert above or below. Right mouse click and select insert above or below. The new record will have all the same details as the highlighted record.

Modifying a history record

To modify a history record simply click on the area that needs modification and begin typing your modifications. In the status, contingency, office, and agent fields auto-complete (type-ahead) is supported and the system will guess what you are going to type.

Deleting a history record

To delete a history record, simply highlight the row you would like to delete. Then one can press the delete icon on the button bar or right mouse click and select delete.

Reminder: Any time you delete a listing history, immediately go to the posting pool All | Delete tabs and mark to post and post any information on this screen. Click the listing tab, mark the listing to post and post the listing from the listing tab. This will ensure all deleted listing information is posted to the MLS server correctly.

Working with Archives

Archiving data

Maintaining a current back-up copy of the MLS databases is vital in the event that something happens to the main copies of the database. We recommend daily archiving of the databases.

1. Click System from the sliding menu bar.
2. Click the Archive icon.
3. Select the following databases to archive: Property, Picture, and Attributes.
4. In the Archive Database(s) to section, select location to create back-up.
5. Click Archive from the Tasks section.
6. Click the Run Tasks button.

Repairing databases

1. Click System from the sliding menu.
2. Select Archive.

   The Archive Databases screen appears.
3. Select the databases to repair by single clicking the box next to the database name. A "✓" will appear if a database has been selected.
4. In the Tasks section, click the box next to Repair.
5. Click the Run Task(s) button. ULTREX repairs the selected databases.

6. Click the Main Menu icon to return to the main menu.

Compressing your database

1. Select the following from the menu bar:

   Tools | Archive

   The Archive Databases screen appears.

   Recommendation: Select the Property, Picture, Attribute, and Work databases to compress. Select the databases to compress by single clicking the box next to the database name. A "✓" will appear if a database has been selected.

2. In the Tasks section, click the box next to Compress.

3. Click the Run Tasks(s) button. ULTREX compresses the selected databases.

4. Click the Main Menu icon to return to the main menu.

Tip:

- It is possible to perform an archive, repair, and compress at one time. After selecting the databases, simply check the boxes next to Archive, Repair, and Compress then click the Run Task(s) button.

Deep repairing your databases

1. Select the following from the menu bar:

   Tools | Archive

   The Archive Databases screen appears.

2. Select the databases to deep repair by clicking the box next to the database name. A check mark appears if a database has been selected.

3. From the Tasks section, click the box next to Deep Repair.

4. Click the Run Task(s) button. ULTREX deep repairs the selected databases.

5. Click the Main Menu icon to return to the main menu.

Restoring your databases from backup

1. Select the following from the menu bar:

   Tools | Archive

   The Archive Databases screen appears.

2. From the Tasks section, click the box next to Restore From Backup.

   NOTE: ULTREX restores the databases found in the directory listed in the Archive Database(s) to: box.

   A message box appears asking you to confirm the restore request.

3. Click Yes to restore, No to cancel.

4. Click the Main Menu icon to return to the main menu.

Trimming the database

NOTE: Once the database is trimmed, the information is permanently removed. Please use with caution!

1. Click System from the sliding menu.
2. Select Archive.
3. At the Archive Databases screen, locate the Trim button.
4. Enter the number of months for off-market listings in the box next to the Trim button.
5. Click the Make Installation button. ULTREX trims the database.
6. Click the Main Menu icon to return to the main menu.

Making installation for a data CD

The Make Installation function, found on the Archive screen, updates the template used for creating data CD's.

1. Click Tools | Archive on the menu bar.
2. Data CD Template should be highlighted in the "Archive databases to" box
3. Click the Make Installation button.
4. The Location to Create dialog box appears, click the Open button.

   ULTREX creates the installation file.

Working with Ultrex Tools

Ultrex Options

What are the ULTREX Options?

From the menu bar of the Main Menu screen, the Tools|Options function allows you to select program flow options, database files, and pool files. Normally, these are set during the initial program set-up and remain the same. Program flow options refer to the way ULTREX works on your specific system. You may choose how to view both your information and your errors. The Database Files and Pool Files tabs allow you to point your ULTREX program to the necessary directories.

The options you have are:

Changing the Selections View

Changing the Default Search View

Changing the Validity Check Message Display

Viewing Progress Indicators

Changing the Main Menu Background

Changing the Presentation File Location

Changing the Selections View

ULTREX offers numerous options for viewing MLS data. From Tools|Options you can designate which view displays for each of the three view buttons found on the toolbar and Listing Lookup.

1. Select Tools|Options from the menu bar. The ULTREX Options screen appears.
2. In the Selections View section, click the ellipsis of the view you wish to modify.
3. A single selection box displays all view options. Point to the desired selection and single click.
4. Click the OK button to select.
5. Click the Main Menu icon to exit.

Viewing Progress Indicators

The status bar found at the bottom of the ULTREX screen always indicates the status of the function being performed. In addition to the status bar, ULTREX offers an option to display progress indicators during certain functions such as printing and exporting. The progress indicators are message boxes with a bar that indicates the progress of the utility being performed. NOTE: Displaying the progress indicators can slow down the performance of ULTREX.

1. Select Tools | Options from the menu bar.
2. From the ULTREX Options screen, select the desired progress indicators option from the View Progress Indications section.
3. Click the Main Menu icon to exit ULTREX options.

Changing the Default Search View

Using the General Search option, you can search for properties using very specific definitions. ULTREX offers two search options: Quick Specifications or Full Specifications. Quick Specifications contains the most common search items on one tab. The Full Specifications features all possible search fields organized onto various tabs.

To change your default search view:

1. From the menu bar, select Tools | Options.
2. The Program Flow tab appears. Choose desired search option from the Query View section.
3. Click the Main Menu icon to exit options.

Changing the Main Menu Background

ULTREX gives you the ability to customize the look of your main menu by changing the background to any picture or graphic you desire. To change your Main Menu background:

1. Select Tools | Options from the menu bar.

   The ULTREX Options screen appears.
2. Click the ellipsis at the end of the Background field.

3. From the dialog box that displays, select the location of the graphic file. NOTE: The file selected must be in a graphic file type such as .jpg or .bmp.

4. Select the graphic file by pointing to the file name and single click.

5. Click Open.

6. Click the Main Menu icon to exit.

Changing Database File locations

The Database Files tab on the ULTREX Options screen allows you to set the database file locations for your system. The installation process automatically sets the location of the data files to *C:\ Program Files\ULTREX98\Databases* directory on your computer. If you are on a network, you may want to change the location of certain files to point to your network's server.

NOTE: We recommend changing your database file locations only if you have a network server. PLEASE USE WITH CAUTION!

1. Select Tools|Options from the menu bar.

2. At the ULTREX Options screen, click the Database Files tab.

   The three file locations to change are Picture (Picture.mdb), Properties (Home.mdb), and Attributes (Attr.mdb) files. Click the ellipsis at the end of each of those fields.

3. Select the new file location.

   Example: *X*\Program Files\ULTREX98\Databases____.mdb *(X = your network server).*

4. Click the Open button.

5. Click the Main Menu icon to exit.

   NOTE: In order for ULTREX to accept the new database locations, you must close and restart the application.

Changing the Validity Check Message Display

The Check Entry section allows you to choose when you would like validity check messages to display. *Show error on keystroke* displays a message when invalid data is detected. *Show error on save* displays a message during the save process if invalid data is detected.

1. Select Tools | Options from the Menu bar.

2. In the Check Entry section, select the desired option.

3. Click the Main Menu icon to exit.

Deleting a listing

Since deleting a listing permanently removes the record from the database, please exercise extreme caution when using this function. This operation can only be performed by the MLS Staff or System Administrator.

To Delete an Entire Listing:

1. From the menu bar, select Tools | Delete Listing.

2. When prompted, enter the MLS number(s) of the listing(s) to delete and click OK.
3. Click the Select All button.
4. Click the Delete Icon from the menu bar.

   A message box appears asking you to confirm the delete request. Select Yes to delete the selected items or select No to quit. REMEMBER: Selecting Yes permanently deletes this listing from the main database. **PLEASE USE WITH CAUTION!**

5. Immediately after deleting any listing information go to the Posting Pool | All | Delete Tab, mark information to post and post information from the delete tab.

To Delete Parts of a Listing:

1. From the menu bar, select Tools | Delete Listings.
2. When prompted, enter the MLS number(s) of the listing(s) and click OK.
3. Select component(s) to delete from the list of options.
4. Click the Delete Icon on the tool bar.

   OR

1. Using your mouse, highlight the selections to delete in the appropriate grid.
2. Click the Delete Icon on the tool bar.

   A message appears asking you to verify the delete request. Select Yes to delete, No to quit.

3. Immediately after deleting any listing information go to the Posting Pool | All | Delete Tab, mark information to post and post information from the delete tab.

Deleting selected pictures

1. From the menu bar, select Tools | Delete Listings.
2. When prompted, enter the listing number of the listing(s) to delete.
3. Click the Listing tab and on the Picture grid, single click the picture(s) to delete.
4. Click the Delete Icon on the menu bar.
5. A message appears asking you to confirm your delete request. Select Yes to delete, No to cancel.
6. Immediately after deleting any listing information go to the Posting Pool | All | Delete Tab, mark information to post and post information from the delete tab.

Deleting Selected Rooms

1. From the menu bar, select Tools | Delete Listings.
2. When prompted, enter the listing number of the listing(s) to delete.
3. Click the Home tab.
4. At the Rooms grid, single click the room(s) to delete.

5. Click the Delete Icon on the menu bar. A message appears asking you to confirm your delete request. Select Yes to delete, No to cancel.

6. Immediately after deleting any listing information go to the Posting Pool | All | Delete Tab, mark information to post and post information from the delete tab.

Export Record

Finding an Export Record

If you need to search for an export record using specific criteria, the Search button allows you to access the Export Query.

1. Select Tools | Export from the menu bar.

   The Export Manager appears.

2. Select the Search option.

   The Export Query dialog appears.

3. Enter search criteria.

4. Select the Search Results icon to search for record.

5. Select the Full View icon to view search results.

   Information that meets your search criteria appears on your screen. NOTE: This information is for viewing only.

Adding an Export Record

New exports can be added at any time from the Tools menu.

1. Select Tools | Export from the ULTREX menu bar.

2. The Export Manager appears.

3. Select New and a blank Export Editor form appears on your screen.

4. Enter information

   - The EXPORT LABEL field is a Yes/No field and it means that the field name would accompany the information when it is exported if you select Yes. For example: *Listing Price 130,000* would be extracted if you select *Yes* and if you select *No* only the actual price would be extracted not the field name that identifies the information.

   - In the EXPORT FROM field, select home.mdb

   - When selecting EXPORT FROM TABLES and EXPORT FROM FIELDS options it may be helpful to look at an entry form as the Table names correspond with the sections from which the information is located and the Field relate to the information within each section. The TABLES selected most often are: Listing, Property, Property Features, Home, Home Features, and Home Rooms. When selecting which fields you wish to extract you need to place them in the order in which you would like for them to appear in your final document. Use the Move Up and Move Down buttons to re-arrange if necessary.

- Click the Save icon. Depending on which information you have selected to export, you may be asked how many records you wish to have extracted. (For example: Home Features/Amenities – you must decide how many of those will be extracted when you do your export)

Editing Export Information

Export information currently in the database can be edited at any time.

1. Select Tools | Export from the ULTREX menu bar.

   The Export Manager appears.

2. Select the Single option to edit a single record, or select the Multiple option to edit more than one record.

   If you have chosen the Single option, the Export Selection box appears.

3. Locate the record you wish to edit, using the scroll bars if necessary. Select the record by pointing to the record and single click.

4. Select the OK button.

   If you have chosen the Multiple option, the export multiple selection box appears on your screen.

5. Select the records you wish to edit.

6. Select OK to continue.

   The appropriate file(s) appear on your screen. Locate the information you wish to edit and make appropriate changes.

7. When you are completed with the entry, select the Save icon from the ULTREX toolbar. ULTREX now places validity checks on the data.

   A message box displays if invalid data is detected. Click OK and ULTREX takes you to the field where invalid data has been detected.

8. Reenter valid data and click the Save icon on the toolbar.

9. Select the Main Menu icon to exit.

Deleting an Export Record

Deleting an export record can only be done by the MLS Staff and System Administrator authorization levels. This option is not accessible to the typical ULTREX Entry user.

NOTE: This function permanently deletes an export record from the main database. PLEASE USE WITH CAUTION!

1. Select Tools | Export from the menu bar.

   The Export Manager appears. Select the Single option.

2. A single selection box displays. Select the record you wish to delete by pointing to the record and single clicking.

3. Click the OK button.

4. The export record appears. Click the Delete icon on the toolbar.

A message appears asking you to confirm your delete request. Select OK to delete the record or Cancel to cancel.

5. Click the Main Menu icon to return to the main menu.

Agent Tools

Calculating a mortgage

The Mortgage Calculator allows you to estimate the monthly payment for a property. Direct your prospect to their lender for the actual mortgage payment.

1. Select the following from the ULTREX menu bar:

   Tools | Agent Tools | Mortgage Aid | Mortgage Calculator

   The Mortgage Calculator appears.

2. Enter requested information.

3. Use the TAB key on the keyboard to move to the next field.

4. After data has been entered, click the Calc button. ULTREX calculates the payment.

5. Click to access the Microsoft Calculator

   The bottom three fields display the results of the mortgage calculation.

6. Click the Main Menu icon to exit the Mortgage Calculator.

Finding loan rates

This may or may not be activated by your MLS. Please contact your local MLS office with any questions.

1. Select the following from the ULTREX menu bar:

   Tools | Agent Tools | Mortgage Aid | Loan Rates

   The Loan Data Manager appears.

2. Select Single, Multiple, or Search.

3. Based on your selection above, the following appears on your screen:

   Single: A single select box appears. Single click the selection to view and click OK. Information displays.

   Multiple: A multiple selection box appears. Select records to view and click OK. Information displays.

   Search: The Loan Data Search appears.

4. Enter search criteria.

5. Select the Search Results icon.

6. Select the Full View icon to view search results.

   Information that meets your search criteria appears on your screen.

7. Click the Main Menu icon to return to the main menu.

Qualifying a Prospect

The Prospect Qualification function estimates the maximum purchase amount for a prospect.

REMEMBER: The result of the Prospect Qualification does not guarantee the prospect will qualify for the same amount when applying for a mortgage. Please direct your prospect to their mortgage provider for an actual qualification.

1. Select the following from the ULTREX menu bar:

   Tools | Agent Tools | Prospect Analysis | Prospect Qualification

   The Prospect Qualification screen appears.

The fields that appear are defined below:

ANNUAL INCOME	Total income
ANNUAL ADJUST	Amount of long term commitment payments, i.e. student loans
ADJUSTED INCOME	Annual Income - Annual Adjust (system generates automatically)
QUALIFY PERCENTAGE	Percentage of income that can be applied to a mortgage
QUALIFIED	Amount of mortgage (system generates automatically)
TAXES	Monthly and/or yearly property tax amount
INSURANCE	Monthly and/or yearly insurance premium amount
MORTGAGE, TAXES, AND INTEREST	Monthly and/or yearly mortgage payment (system generates automatically)
DOWN PAYMENT	Down payment amount based on displayed percentage
HOME LOAN	Amount of home loan
QUALIFIED HOME COST	Maximum amount for which a prospect qualifies

2. Enter information. Use the Tab key on your keyboard to move to the next field. As you leave a field, calculations appear in the yellow fields.

3. Select the length of loan in the Loan Years box.

4. Adjust the percentage of down payment by using the arrows found at the end of the field or by clicking in the field and typing the new percentage.

5. Adjust the loan rate percentage by using the arrows found at the end of the field or by clicking in the field and typing the new percentage.

   ULTREX automatically displays the maximum price the prospect hypothetically qualifies for in the QUALIFIED HOME COST field.

6. Click the Main Menu icon to return to the main menu.

Working with MLS Tools

Understanding MLS Tools

ULTREX offers a number of tools that allow you to generate non-dues income that can convert your MLS from a cost center to a revenue-producer. These tools, an example of which is located in the MLS Tools menu, are not included in the base ULTREX Entry program. Please contact Technology Concepts, Inc. for more information about receiving these additional tools.

Lock boxes play a vital role in the real estate industry, making it easier for an agent to show a property. ULTREX has created a Lock Box Manager that allows the MLS office to track lock box information such as the lock box number, password, and lock box location. In addition, users with broker and agent level authorization can help keep the lock box records up-to-date by entering certain information such as who the lock box is assigned, the lock box location, and the listing the lock box is associated.

See the following for more information on lock boxes.

Finding a lock box

Adding a lock box

Editing a lock box

Deleting a lock box

Finding a lock box

If you need to search for lock box information using specific criteria, the Search button allows you to access the Lock Box Query.

1. Select Tools | MLS Tools | Lock Box from the menu bar. The Lock Box Manager will appear.
2. Select the Search option and the Lock Box Search appears.
3. Enter search criteria.
4. Select the Search Results icon on the toolbar to search for lock boxes.
5. Select the Full View icon to view search results. Information that meets your search criteria appears on your screen. NOTE: This information is for viewing only.

Adding a lock box

New lock boxes can be added at anytime from the MLS Tools. Follow the instructions below to add a lock box:

1. Select **Tools | MLS Tools | Lock Box** from the menu bar. The Lock Box Manager appears.
2. Select New.

   A blank Lock Box Editor form appears on your screen.
3. Enter the requested information.
4. When you have completed the entry, select the Save icon from the ULTREX toolbar. ULTREX now runs validity checks on the data.

   A message box displays if invalid data is detected. Click OK and ULTREX takes you to the field where invalid data has been detected.
5. Reenter valid data and click the Save icon on the toolbar.
6. Select the Main Menu icon from the toolbar to exit.

   For Remote Server: Information is sent to the server during listing upload.

   For Local Server: To post information to the database from the Posting Pool:
7. Select Listing Data from the sliding menu.
8. Click Posting Pool.
9. Click the All tab.
10. Click the Lock box tab found on the side of the grid.

11. Mark records to post by double clicking in the Post column. A “Yes” appears on your screen if the record has been correctly marked for posting.

12. Click the Post icon from the toolbar.

Editing a lock box

Lock box information currently in the database can be edited at anytime. Follow the instructions below to edit a lock box:

1. Select Tools | MLS Tools | Lockbox from the menu bar.

   The Lock Box Manager appears on your screen.

2. Select the Single option to edit a single lock box or select the Multiple option to edit more than one lock box.

   If you have chosen the Single option, the lock box selection box appears. Locate the lock box you wish to edit, using the scroll bar if necessary. Select the lock box by pointing to the lock box record and single clicking. Select the OK button.

   If you have chosen the Multiple option, the lock box multiple selection box appears. Select the lock boxes you wish to edit. Select OK to continue.

3. The appropriate file(s) appears on your screen. Locate the information you wish to edit and make appropriate changes.

4. When you have completed the entry, select the Save icon from the ULTREX toolbar. ULTREX now runs validity checks on the data.

   A message box displays if invalid data is detected. Click OK and ULTREX takes you to the field where invalid data has been detected.

5. Reenter valid data and click the Save icon on the toolbar.

6. Select the Main Menu icon to exit.

   For Remote Server: Information is sent to the server during listing upload.

   For Local Server: To post information to the database from the Posting Pool.

   OR

1. Select Listing Data from the sliding menu.

2. Click Posting Pool.

3. Click the All tab.

4. Click the Lock box tab found on the side of the grid.

5. Mark records to post by double clicking in the Post column. A “Yes” appears on your screen if the record has been correctly marked for posting.

6. Click the Post icon from the toolbar.

Deleting a lock box

Deleting a lock boxcan only be done by the MLS Staff and System Administrator authorization levels. This option is not accessible to the typical ULTREX Entry user.

NOTE: This function permanently deletes a lock box record from the main database. **PLEASE USE WITH CAUTION!**

1. Select Tools | MLS Tools | Lock Box from the menu bar.

   The Lock Box Manager appears.

2. Select the Single option.

3. A single selection box displays. Select the lock box you wish to delete by pointing to the lock box and single clicking.

4. Click the OK button.

5. The lock box record appears. Click the Delete icon on the toolbar.

   A message appears asking you to confirm your delete request. Select OK to delete the record or Cancel to cancel.

6. Click the Main Menu icon to return to the main menu.

Glossary

ULTREX Glossary

This glossary contains helpful terms specific to ULTREX. For specific definitions and to learn the concepts in context, please consult the online help provided with ULTREX.

Click a letter to view terms associated with it.

A B C D E F G H I J K L M

N O P Q R S T U V W X Y Z

Test Post Messages

This listing should post correctly

This listing should successfully post to the MLS server

This listing number is currently in use.

Another listing currently uses the MLS number chosen. Assign new listing number.

The effective date of 12/1/96 cannot precede the current date 10/31/96.

ULTREX does not allow future dates for the Effective Date field. Modify the effective date to either the current date or a preceding date.

The listing was previously modified.

A previous change has been made to this listing. The listing currently in the pool must be deleted and reentered.

The status change from Expired to Pending is not allowed.

A status change not allowed by ULTREX has been attempted. Delete listing from pool and enter a legal status change. (The manual contains a table showing legal status changes.)

The status of Pending on 10/1/96 for listing 1234 cannot precede the current status of Active on 10/15/96.

The effective date for a status change should occur after the current effective date. Edit the effective date to reflect a date after the current effective date.

The status of Pending on 10/1/96 for listing 0987 is a date difference of more than 65 days to the status of Active on 2/1/96. Is this information correct?

ULTREX is asking the user to verify the accuracy of the effective date. If the date is correct, post; if incorrect, enter correct date.

The closing price of $25,000 is greater than 40% for listing 2345. Is this information correct?

ULTREX is asking the user to verify the accuracy of the closing price: if correct, post, if incorrect, edit.

Selling agent, selling office, and selling price are required when closing a listing.

Selling agent, office, and price are required fields when closing a listing. Fill in information for selling agent, selling office, and selling price fields.

Please enter the pending agency in the selling office field.

Pending office (selling office) is a required field when a listing goes to the status of pending. Enter pending office in the Selling Office field.

The fields of selling agent, selling office, and selling price should not contain information with a status of Active. Please check your entries.

Selling agent, office, and price are not required fields for active listings. Please delete information from selling price, selling agent, and selling office fields.

Working with On-Market status changes
Changing status from Expired to Active

1. Click Listing Data from the sliding menu.

2. Click the Change shortcut icon.

3. Enter the MLS number or address of the listing to be edited and click OK.
4. When the Listing Editor appears, click the Transaction tab.
5. Click the ellipsis at the end of the Status field and select Active.
6. Click in the Expiration Date field and enter the new expiration date
7. Tab and ULTREX automatically enters the current date as the effective date. If desired, enter a different date in the Effective Date field.
8. Click the Save icon.

Information is sent to the MLS Office during Listing Upload.

Changing status from Pending to Active

1. Click Listing Data from the sliding menu.
2. Click the Change shortcut icon.
3. Enter the MLS number or address of the listing to be edited and click OK.
4. When the Listing Editor appears, click the Transaction tab.
5. Click the ellipsis at the end of the Status field and select Active.
6. Tab and ULTREX automatically enters the current date as the effective date. If desired, enter a different date in the Effective Date field.
7. Click the Save icon.

Information is sent to the MLS Office during Listing Upload.

Changing status from Temp off Market to Active

1. Click Listing Data from the sliding menu.
2. Click the Change shortcut icon.
3. Enter the MLS number or address of the listing to be edited and click OK.
4. When the Listing Editor appears, click the Transaction tab.
5. Click the ellipsis at the end of the Status field and select Active.
6. Tab and ULTREX automatically enters the current date as the effective date. If desired, enter a different date in the Effective Date field.
7. Click the Save icon.

Information is sent to the MLS Office during Listing Upload.

Working with Off-Market status changes
Changing status from Active to Pending

1. Click Listing Data from the sliding menu.
2. Click the Change shortcut icon.

3. Enter the MLS number or address of the listing to be edited and click OK.
4. When the Listing Editor appears, click the Transaction tab.
5. Click the ellipsis at the end of the Status field and select Pending.
6. Tab and ULTREX automatically enters the current date as the effective date. If desired, enter a different date in the Effective Date field.
7. Enter Pending office in the Office field.
8. Click the Save icon.

Information is sent to the MLS Office during Listing Upload.

Changing status from Pending to Close

1. Click Listing Data from the sliding menu.
2. Click the Change shortcut icon.
3. Enter the MLS number or address of the listing to be edited and click OK.
4. When the Listing Editor appears, click the Transaction tab.
5. Click the ellipsis at the end of the Status field and select Close.
6. Tab and ULTREX automatically enters the current date as the effective date. If desired, enter a different date in the Effective Date field.
7. Enter Selling information into the appropriate fields.
8. Click the Save icon.

Information is sent to the MLS Office during Listing Upload.

Changing status from Active to Temp off Market

1. Click Listing Data from the sliding menu.
2. Click the Change shortcut icon.
3. Enter the MLS number or address of the listing to be edited and click OK.
4. When the Listing Editor appears, click the Transaction tab.
5. Click the ellipsis at the end of the Status field and select Temp Off Market.
6. Tab and ULTREX automatically enters the current date as the effective date. If desired, enter a different date in the Effective Date field.
7. Click the Save icon.

Information is sent to the MLS Office during Listing Upload.

Changing status from Active to Cancel Off Market

1. Click Listing Data from the sliding menu.
2. Click the Change shortcut icon.

3. Enter the MLS number or address of the listing to be edited and click OK.
4. When the Listing Editor appears, click the Transaction tab.
5. Click the ellipsis at the end of the Status field and select Cancel Off Market.
6. Tab and ULTREX automatically enters the current date as the effective date. If desired, enter a different date in the Effective Date field.
7. Click the Save icon.

   Information is sent to the MLS Office during Listing Upload.

A

Agent authorization level

Subscribers with this authorization level can download listings from the MLS server; view listing data through ULTREX Agent or Sales Assistant; access prospect and market tracking through Sales Assistant; run statistics, survey, and hot sheet reports; run expiration reports owned by him/her; receive messages; view Office and Agent phone book information; view attribute information; and archive databases. A person with Agent authorization does not have to be a licensed real estate agent.

Agent Listing Summary – for Agent use

A picture of property (if available) will appear on the left portion of the report. On the right side, basic features of the listing are described. Information pertaining to the number of days on market and instructions/directions are also contained on this report.

Agent Roster

Lists all active agents in the MLS in alphabetical order.

Alphabetical Index

Lists all active listings found in a Listing Book and Sold Book in alphabetical order.

Archive

Creating a back-up copy of any ULTREX database.

Area/Price Indices

An index that shows the area and price for each property type. This Index is organized first by MLS area, then by ascending price.

Area Survey Report

Divided into four groups based on status, this report provides the number of listings and average days on market within a price range.

Attribute Information

The definable and allowable attributes that each MLS Board can define for its listings and properties. Examples include the list of allowed home styles, school districts, regions, etc.

Authorization level

The data access level that a user has. The levels are: Public, Assistant, Agent, Broker, Staff, and System Administrator.

B

Book Format

Similar to the pictured sections of the Listing and Sold Book, the Book Format report contains the same information that is presented on the Fact Sheet, but uses abbreviations rather than the long descriptions.

Broker

Subscribers with Broker access have the same access as agent level and are able to run an expiration report on all listings owned by that office.

Buy Changes

A function that allows you to monitor your active buyer's selections.

C

Comparable Changes

A function that allows you to monitor your active seller's property selections.

Comparative Market Analysis

A report that provides you with the seller's home information and comparable properties.

Compress

A function that allows ULTREX to put information back in its proper place, increasing the performance and decreasing the size of the ULTREX database.

D

Deep Repair

A more in-depth repair function than the standard ULTREX repair function.

E

Edit

To modify incorrect information or enter additional information about a listing.

Expiration Report

The Expiration Report returns a list of properties that will expire, went expired, or went expired and are still expired during the user-specified date range. For agents printing this report, only listings that are owned by you will display in this report. For Brokers, only listings owned by your office will print on this report.

F

Fact Sheet for Agent use

The Fact Sheet contains the same information as the Residential Feature Sheet with the addition of the Listing Information section, history information and additional pictures.

Fix History

A table that stores transaction information regarding a specific listing.

G

Grid Sheet

All properties are displayed in a list without a picture, one line per listing. Statistical information based on the search results is displayed at the bottom of the report.

H
History Lookup

Viewing history information about a listing.

Hot Sheet

The Hot Sheet will print changes in price, status, and contingencies for listings during the user-specified date range. Listings are sorted by property type. The Hot Sheet also contains a column explaining why a listing is on the report. For example, a $ sign means a price change has occurred; NEW means the listing is new to the Multiple Listing Service.

I

There are currently no entries under this letter.

J

There are currently no entries under this letter.

K

There are currently no entries under this letter.

L
Listing Information

A record that contains current information about the listings (status, price, contingency, listing office, etc.) as well as a limited amount of transaction information.

Listing Number

Numbers assigned by the MLS Office or by a listing office that externally identify a listing.

Listing Status

The current status of a listing. There are six status conditions: Active, Pending, Closed, Expired, Temporarily-Off-Market, and Canceled-Off-Market.

Listing Transaction Information

A record that contains listing information and a transaction table that is maintained for certain types of changes. Price, status, and contingency changes, along with the dates these occurred, are logged in the history table.

M
Market Statistics Report

Divided into two sections, active and off-market listings, this report provides information on the general trend of the real estate market. ULTREX allows you to customize this report to gather information on the areas that are important to you.

Market Survey Report

Divided into four groups based on status, this report provides the number of listings and average days on market within a price range. In addition, this report furnishes average, low and high price as well as average

market time for listings within each market status. Like the Market Statistics Report, you are able to customize the search criteria to receive information that is important to you.

Messages

A function that allows Staff and System Administrator level users to create, edit, delete, and send messages to an electronic bulletin board.

MLS Number

A number that uniquely identifies a listing.

Mortgage Aid

An ULTREX tool that contains two tools: a Mortgage Calculator and Loan Rates.

N

New Comparables

A function that allows you to monitor your active sellers' homes and make comparisons with new and current listings.

New Matches

A function that allows you to match your buyer's preferences with new properties that come on the market.

O

Office Roster

Lists all active offices in the MLS alphabetically with all agents associated with that office.

Office Tool

Provides quick access to the Windows 95 system calculator.

Off Market Indices

A list that prints all listings with a status of Pending, Temp Off Market; listings that went Closed during the selected date range; all listings that went Canceled Off Market during a selected date range; all listings that went Expired during the selected date range and remain Expired.

Owner/Agent

A field that designates that the owner of a property is also a licensed real estate agent.

P

Picture Gallery

A method used to save pictures with listings.

Posting Pool

A temporary holding area for all information being entered or changed.

Property Information

A record that contains property-related information about the property and any structures on the property. These property-related records are maintained separately from the listing records.

Prospect Analysis

An ULTREX tool that includes a Prospect Qualification tool that allows you to estimate the maximum price a prospect can afford.

Prospect Listing Summary

Contains the same information as the Agent Listing Summary, except for the exclusion of the instruction/directions and days on market information.

Q

There are currently no entries under this letter.

R

Repair

Searching for and fixing files that may have been effected by an abnormal shutdown of your computer system.

Residential Feature Sheet for your Prospect

The Residential Feature Sheet is designed to provide complete information regarding a listing displayed in plain English for your prospect. If a picture for the property is available, it will print in the upper left portion of the report. The rest of the report contains information specific to the property, including specifications, a room layout grid with room sizes and descriptions, schools, and amenities, to name a few of the sections.

Residential Acreage Index

A listing that shows all residential properties that have more than 1 acre.

S

Staff

Subscribers with Staff access have the same access as broker level and are able to change any listing in the MLS database; delete listings, fix the history of a listing, can create and send messages; enter, edit, and delete subscribers; enter and edit agents, offices, and attributes; authorize agents or brokers to enter and edit their own listing information; print listing and sold books; run an expiration report on all listing owned by the MLS; and print other MLS reports.

Status change

To modify a listing’s current price, status, contingency, or expiration date.

Subscriber Information

Information about agents and offices.

Subscribers

Subscribers refer to those who hold membership in the local MLS Board and who are authorized to access MLS data.

System Administrator

Subscribers with System Administrator level authorization can access all ULTREX system information. Currently, only Technology Concepts, Inc. can authorize an individual for System Administrator service level.

T

Trim

A method by which an ULTREX database can be modified by designating the number of months for off-market listings.

U

There are currently no entries under this letter.

V

Validity Check

A check of the listing data that includes a check of mandatory fields, listing number, current status, effective date, expiration date, sale information, and selling price.

W

There are currently no entries under this letter.

X

There are currently no entries under this letter.

Y

There are currently no entries under this letter.

Z

There are currently no entries under this letter.

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